Candidature forms must NOT be forwarded directly to the Graduate School — send initially to Sally Goodwin (PDAO) either by email pgrad.enquiries@hms.uq.edu.au or hard copy.
Before completing any forms related to candidature, please refer to the relevant website

http://www.uq.edu.au/grad-school/

(NOTE: The information within this booklet is up to date as at 16th January 2014, but is subject to change at any time)

Please provide the HMS Research Office with a copy (either electronic or paper copy) of all RHD candidature forms

pgrad.enquiries@hms.uq.edu.au

RHD Forms and Policies Online

http://www.uq.edu.au/grad-school/managing-your-candidature

Email contact details for Research Higher Degree Unit

Admissions and Scholarships: admissions@gradschool.uq.edu.au

Candidature: candidature@gradschool.uq.edu.au

Thesis Examinations: thesis@gradschool.uq.edu.au

UQ Advantage (for event and skills training information): uqadvantage@gradschool.uq.edu.au

Postgraduate Executive: Justin Holland, Matt Wallen, Sarah Fraser

Research representative: Eugene Poh

Teaching & Learning representative: Luciana Torquati

OH&S representative: Brent Raiteri

Equity Representative: James Day

Straddie Organising Committee: Rebecca Deuble, Alistair Mallard, Kassia Weston, Heidi Olsen, Fernanda de Queiroz Boeing
NOTE —

This booklet is not an official publication of the University. Therefore, in the event of any discrepancy between this booklet and the official publications, the official publications take precedence. You are strongly advised to consult the official rules before completing any enrolment procedures, and, if in doubt, to seek help from an academic advisor, the Graduate School, or the Faculty of Health & Behavioural Science Office.

Student email accounts

All correspondence relating to RHD candidature is sent to the UQ email address. UQ email accounts should be checked regularly, or redirected to personal email accounts. More information on student email accounts is available here.
A Message from the Head of School

On behalf of the School, I would like to extend a warm welcome to you as a postgraduate student of the School of Human Movement Studies. We are very pleased that you have chosen to continue your academic career with us. We think you've made a very wise choice both to pursue further study in an area of exciting and expanding opportunities and in joining the leading research and postgraduate school of human movement studies in Australia and one of the leading schools of its type world-wide. We trust the time you spend with us will be both productive and enjoyable.

The overriding mission of the School of Human Movement Studies is to extend, apply and transmit knowledge about human movement and nutrition in order to enhance the quality of life for all. The School is committed to providing multi-disciplinary and inter-disciplinary programs in research, teaching and community and professional service that are of the highest international standard and aims to educate its graduates to become leaders in our field. The School represents a diverse configuration of disciplines including exercise and sport sciences, nutrition and dietetics, health, sport, and physical education, physical activity and health, sport coaching, sport and exercise psychology. The postgraduate coursework programs of the School aim to provide graduates with the advanced knowledge, skills and experience for leadership in specific professional areas of human movement studies and dietetics while the postgraduate research programs (Honours, MPhil and PhD) aim to provide graduates with the requisite skills, knowledge and experience to conduct high quality, original research in one or more areas offered by the School.

Postgraduate students have a central place in the activities of the School. Postgraduates contribute actively to the life of the School through their role in research, in tutoring and, via involvement in a number of the key committees of the School, in the governance and determination of the strategic directions and policies of the School. I encourage you to make the most of your postgraduate experience by becoming involved in all of the activities of the School. I also encourage you to help the School fulfil its mission of continuous improvement by giving feedback on the programs within which you are involved.

The purpose of this handbook is to provide you with a basic introduction to the School and essential information that you need to move seamlessly into your role as a postgraduate student within the School. We hope it proves useful in learning more about the University in general and our School in particular. As always your comments on both this booklet and the general induction process to the School would be most welcome.

Once again welcome to the School of Human Movement Studies and I hope you find your experiences in the School exciting and rewarding.

Andrew Cresswell
Professor and Head of School
Candidature forms must NOT be forwarded directly to the Graduate School — send initially to Sally Goodwin (PDAO) either by email pgrad.enquiries@hms.uq.edu.au or hard copy.
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<th>Office Hours</th>
<th>Email Address</th>
<th>Room</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sally Goodwin (Admin Officer—RHD)</td>
<td>8:30–4:00 M–F</td>
<td><a href="mailto:pgrad.enquiries@hms.uq.edu.au">pgrad.enquiries@hms.uq.edu.au</a></td>
<td>517</td>
<td>+61 7 336 56764</td>
</tr>
<tr>
<td>Laura Aberdeen (Student Admin Officer)</td>
<td>9:00–5:00 M–F</td>
<td><a href="mailto:l.aberdeen@uq.edu.au">l.aberdeen@uq.edu.au</a> or <a href="mailto:student.enquires@hms.uq.edu.au">student.enquires@hms.uq.edu.au</a></td>
<td>539</td>
<td>+61 7 334 69694</td>
</tr>
<tr>
<td>Chris Goninon (School Manager)</td>
<td>8:45–4:45 M–F</td>
<td><a href="mailto:c.goninon@uq.edu.au">c.goninon@uq.edu.au</a></td>
<td>518</td>
<td>+61 7 3365 6113</td>
</tr>
<tr>
<td>Dimity Glasby-Shaw (Sen. Admin. Officer/ Academic Advisor)</td>
<td>8:00–4:00 M–F</td>
<td><a href="mailto:student.enquiries@hms.uq.edu.au">student.enquiries@hms.uq.edu.au</a></td>
<td>539</td>
<td>+61 7 336 56240</td>
</tr>
<tr>
<td>vacant (Receptionist)</td>
<td>8:30–4:30 M–F</td>
<td><a href="mailto:student.enquires@hms.uq.edu.au">student.enquires@hms.uq.edu.au</a></td>
<td>539</td>
<td>+61 7 336 56240</td>
</tr>
<tr>
<td>Nerida Schonfeld (Admin Officer)</td>
<td>8:00–4:00 M–F</td>
<td><a href="mailto:n.schonfeld@uq.edu.au">n.schonfeld@uq.edu.au</a></td>
<td>539</td>
<td>+61 7 3346 9694</td>
</tr>
<tr>
<td>Lyn Hughes (PA to Head of School)</td>
<td>8:45–4:45 M–F</td>
<td><a href="mailto:lhughes@hms.uq.edu.au">lhughes@hms.uq.edu.au</a></td>
<td>536</td>
<td>+61 7 336 56241</td>
</tr>
<tr>
<td>Kirsty Harris (Finance)</td>
<td>9:00–2:15 M–Th</td>
<td><a href="mailto:kharris@hms.uq.edu.au">kharris@hms.uq.edu.au</a></td>
<td>509</td>
<td>+61 7 334 67481</td>
</tr>
<tr>
<td>Debbie Hendle (Finance)</td>
<td>9:00–5:00 W–F</td>
<td><a href="mailto:accounts@hms.uq.edu.au">accounts@hms.uq.edu.au</a></td>
<td>509</td>
<td>+61 7 336 56655</td>
</tr>
<tr>
<td>Diana Dragisic (Finance)</td>
<td>8:30–4:30 M–Th</td>
<td><a href="mailto:accounts@hms.uq.edu.au">accounts@hms.uq.edu.au</a></td>
<td>509</td>
<td>+61 7 336 56849</td>
</tr>
<tr>
<td>Caroline Day (Marketing Coordinator)</td>
<td>8:45–4:45 W–F</td>
<td><a href="mailto:caroline.day@uq.edu.au">caroline.day@uq.edu.au</a></td>
<td>517</td>
<td>+61 7 336 56989</td>
</tr>
<tr>
<td>Rob Bryant (Technical Manager)</td>
<td>8:45–4:45 M–F</td>
<td><a href="mailto:rob@hms.uq.edu.au">rob@hms.uq.edu.au</a></td>
<td>241</td>
<td>+61 7 336 56820</td>
</tr>
<tr>
<td>Gary Wilson (Scientific Officer)</td>
<td>8:45–4:45 M–F</td>
<td><a href="mailto:gwilson@hms.uq.edu.au">gwilson@hms.uq.edu.au</a></td>
<td>318D</td>
<td>+61 7 336 56445</td>
</tr>
<tr>
<td>IT Support Officer</td>
<td>email only</td>
<td><a href="mailto:itsupport@hms.uq.edu.au">itsupport@hms.uq.edu.au</a></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rick Lambe (School Attendant)</td>
<td>8:00–4:00 M–F</td>
<td><a href="mailto:schoolattendant@hms.uq.edu.au">schoolattendant@hms.uq.edu.au</a></td>
<td>133</td>
<td>+61 7 336 56437</td>
</tr>
</tbody>
</table>

### Administrative Support

- Stationery ordering
- Reception

---

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### Building

- **Room Bookings**
  Receptionist/Dimity Glasby-Shaw
- **Signage**
  School Attendant
- **Room Allocation**
  Chris Goninon/Rob Bryant
- **Issue of Keys**
  Rob Bryant
- **Reporting of damage/Building maintenance**
  School Attendant
- **Issue of access cards and alarm access codes**
  Rob Bryant
- **Lift malfunction**
  School Attendant
- **Security Door malfunction**
  School Attendant
- **Air-conditioning malfunction**
  School Attendant
- **Lighting malfunctions**
  School Attendant
- **Opening other doors**
  School Attendant
- **Opening of Olympic Studies, Gymnasium, Labs**
  To be filled/School Attendant

### Computers/IT/Printers

- **IT Help desk**
  itsupport@hms.uq.edu.au

### Finance (Email address: accounts@hms.uq.edu.au)

- **Travel applications/Reports**
  Deb Hendle/Diana Dragisic
- **Petty Cash**
  Deb Hendle
- **Reimbursements**
  Diana Dragisic
- **Journals**
  Kirsty Harris
- **Casual salary payments**
  Deb Hendle/Diana Dragisic
- **Accounts payable/orders**
  Deb Hendle/Diana Dragisic
- **Invoices non-contract/project related**
  Deb Hendle
- **Invoices School Visits**
  Diana Dragisic
- **Invoices contract related non-research**
  Kirsty Harris
- **Pre/Post colloquium funds**
  Kirsty Harris
- **Consultancy funds**
  Kirsty Harris
- **Reporting**
  Kirsty Harris
- **Management Information System Reporting (MIS)**
  Kirsty Harris
- **Part-time Teaching Report update**
  Deb Hendle
- **Budgeting**
  Chris Goninon
- **Large equipment grants**
  Chris Goninon
- **School Purchasing Cards for online purchase**
  Deb Hendle
- **Financial Delegates**
  Kirsty Harris/Chris Goninon/Doune Macdonald/Rob Bryant

### Furniture

- **Ordering of furniture**
  Chris Goninon/School Attendant
- **Moving furniture**
  School Attendant

### Laboratories

- **Laboratory induction for staff and students**
  Gary Wilson
- **Supervision of laboratory procedures**
  Gary Wilson
- **Advice on procedures**
  Gary Wilson
- **Work place health and safety Officer**
  Gary Wilson
### Personnel

- **Induction of all new staff**
  - Kirsty Harris
- **Casual salary issues**
  - Deb Hendle
- **Non-casual salary issues**
  - Kirsty Harris
- **Appraisals**
  - Line supervisor
- **Casual salary claims**
  - Deb Hendle/Diana Dragisic
- **Appointment of casual staff**
  - Deb Hendle/Diana Dragisic
- **Appointment of fixed term staff**
  - Kirsty Harris
- **Appointment of continuing general staff**
  - Kirsty Harris
- **Appointment of academic staff**
  - Kirsty Harris

### Photocopiers

- **Toner, repairs, loading paper**
  - Receptionist
- **Mass Photocopying**
  - Receptionist

### Postgraduate Research Higher Degree

- **Induction of Research Higher Degree students**
  - Sally Goodwin
- **Administrative queries for RHD students**
  - Sally Goodwin
- **Spending Pre/Post colloquium funds**
  - Kirsty Harris

### Postgraduate Coursework

- **Provide course and program advice and counselling for Postgraduate Coursework Students**
  - Laura Aberdeen/Dimity Glasby-Shaw
- **Blackboard**
  - Sue Dickens
- **Process applications**
  - Laura Aberdeen
- **Assist academic staff in the compilation and provision of teaching resources and materials**
  - Laura Aberdeen
- **Organising mailouts for external courses**
  - Receptionist/Laura Aberdeen

### Research Matters

- **Documentation of grant offers**
  - TBC
- **School Research Report**
  - Caroline Day
- **DIISR submissions**
  - TBC
- **Reporting of research grant accounts**
  - Kirsty Harris
- **Day-to-day finance for research grant expenditure**
  - Kirsty Harris

### Scholarships

- **Application information**
  - Sally Goodwin/Tony Rossi/Glen Lichtwark
- **UQ Scholarship induction**
  - Sally Goodwin
- **HMS Scholarship induction**
  - Kirsty Harris
- **Payment issues**
  - Kirsty Harris/RHD Office
- **Day-to-day accounting, orders, travel, petty cash**
  - Deb Hendle/Diana Dragisic

### School Support

- **Production of HMS Newsletter**
  - Caroline Day
- **Support new staff & visitors to the School**
  - Chris Goninon/Lyn Hughes/Receptionist
- **Staff meeting support**
  - Lyn Hughes

---

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RHD Student Services

- Advice and counselling to students: Sally Goodwin/Tony Rossi/Glen Lichtwark
- Student records: Sally Goodwin
- Exams officer: Nick Gilson
- Integrity officer: Nick Gilson
- Exams facilitator: Dimitry Glasby-Shaw
- Timetabling: Dimitry Glasby-Shaw
- Ad hoc Room Bookings: Receptionist
- Parking Bookings: Receptionist

Telephones

- Telephone line requests, access change: Rob Bryant

Vehicles

- Booking: Receptionist/Dimitry Glasby-Shaw

Please refer to the School Contacts and Staff website (http://www.hms.uq.edu.au/our-staff)

The location of the office of each staff member is given on the directory located in the foyer of Level 5 of the Human Movement Studies Building. Staff may be contacted by telephone through the general School office line (phone + 61 7 3365 6240).

Support & Facilities

UQ provides research higher degree students with a range of facilities and support throughout their candidature. A variety of places on campus can assist you with getting started, such as sourcing ID cards, finding accommodation, and helping you navigate around campus. There are also designated office and library spaces, extensive administrative support and guidance, as well as access to the Thesis Hub space for the final thesis writing phase.

The Graduate School also offers year-round skills training, research commercialisation training, and communication skills development through activities such as the Three Minute Thesis (3MT®) Competition.
Introduction — School of Human Movement Studies

What is Human Movement Studies?

Human movement studies is the systematic study of human movement. It is that field of academic inquiry concerned with understanding how and why people move and the factors which limit and enhance our capacity to move. The unique disciplinary focus of the field is upon human movement, regardless of whether such movement is performed alone or in a social setting; for example, in the context of undertaking a fundamental daily skill (such as walking, speaking or reaching and grasping), completing an occupational task (such as tool use or manual handling), executing a highly-practised sport or musical skill, exercising for health, or regaining the function of an injured limb.

Human movement studies has twin goals of:

1. the generation of knowledge through understanding of basic phenomena; and
2. the application of knowledge for the benefit of society.

The generation of knowledge through understanding of the basic phenomena of human movement

The study of human movement is important in and of itself, as movement is a central biological and social phenomenon.

The biological significance of human movement

The study of movement is central to the understanding of human biology as the capacity for voluntary movement is a fundamental property, indeed indicator, of life (remembering that biology is literally the study of life). Human movement offers a valuable medium for the study of biological phenomena central to developmental changes across the lifespan (changes that occur with ageing as a consequence of internal body processes), to adaptation (changes that occur as an accommodation or adjustment to environmental processes) and to the interactions of genetic and environmental factors (nature and nurture) that dictate human phenotypic expression. The principal bio-physical sub-disciplines of human movement studies are functional anatomy, biomechanics, exercise physiology, motor control and elements of sport and exercise psychology, which are concerned, respectively, with the understanding of the anatomical, mechanical, physiological, neural and psychological bases of human movement.

The socio-cultural significance of human movement

Human movement, especially that which occurs in collective settings such as organised sport, exercise settings and health and physical education classes, has an essential social and cultural component which warrants its intensive study. Understanding individual and group motives and opportunities and barriers to involvement in different types of human movement, for instance, provides an important window into the nature of human society. Understanding of the broad socio-cultural aspects of human movement is grounded primarily in the historical, pedagogical, social-psychological and sociological sub-disciplines of human movement. The socio-cultural sub-disciplines have the shared purpose of describing, analysing and
explaining the contextual influences that impact upon all forms of physical activity in order to improve understanding of physical activities as social and cultural practices.

The application of knowledge about human movement for the benefit of society

The basic understanding of human movement, for which the field strives, has applicability to all of the many areas and professions that deal with the role of movement in society and enhancement of our capacity to move and adopt healthy lifestyles.

Important areas of application of the knowledge base of human movement studies are sport, exercise, health and physical education, public health, the workplace and rehabilitation. Professionals who rely on such information include, sport and exercise scientists, physical educators, coaches, health educators and promoters, doctors, nurses, therapists, and ergonomists and other occupational health and safety professionals. Wide sectors of the general population also stand to benefit directly from information from the knowledge base of human movement studies.

Knowledge about human movement and physical activity is especially important for:

• recognition of the primary, secondary and tertiary health consequences of physical activity and inactivity
• enhancement and appreciation of participation in, and performance of, movement and physical activity
• improved injury prevention and rehabilitation in sporting, exercise and occupational contexts
• the formation of informed perspectives on sport, physical activity, fitness and health
• advocacy for/of equitable access to, and outcomes from, physically active and healthy lifestyles

Movement, in short, plays a fundamental role in human existence and what it means to be human and for these reasons warrants our very best efforts to understand it. Improving our understanding of human movement requires the application and integration of the methods, theories and knowledge of a wide range of disciplines. These include biological sciences such as anatomy, physiology, and biochemistry; physical sciences such as physics, mathematics and chemistry; social sciences such as psychology, pedagogy, and sociology; and the humanities such as history and philosophy. The broad knowledge base of human movement studies permits the development and implementation of strategies at personal, small group, community, national and international levels through which an understanding of, and involvement in, physical activity can enhance the quality of life for all people.

Philosophy and Mission of the School

The VISION of the School of Human Movement Studies is to extend, apply and transmit knowledge and understanding about human movement for the benefit of society at a standard that is recognised for its excellence both nationally and internationally.

The MISSION of the School of Human Movement Studies is to:

• advance knowledge and understanding of human movement through basic and applied research
• educate our graduates to become professionals who have an in-depth knowledge of their field of study; who are independent, creative and critical thinkers; who can communicate effectively; and who can act with ethical and social understanding
• promote health and well-being, and optimal physical performance of individuals and populations of all ages
• accomplish our mission by working collaboratively within and across disciplines, and with researchers and practitioners both inside and outside the University.

In its course offerings, community service programs, and research, the School of Human Movement Studies seeks to satisfy the twin goals of basic knowledge generation and purposeful application by providing both research-focused programs on fundamental movement phenomena plus specialisations in exercise science, health and physical education, physical activity and health, and allied fields. In all cases the School seeks to remain cognisant of the rich breadth and depth of disciplines that can contribute to understanding the micro-to-macro level phenomena of human movement.

Mission and Goals of The University of Queensland

The School seeks to contribute to the achievement of the broader mission and goals of The University of Queensland, as they relate to human movement studies. The mission of the University of Queensland is to achieve national and international recognition for excellence in all aspects of its teaching, research and scholarship and to make a leading contribution to the intellectual, cultural, economic and social life of the State of Queensland and the Australian nation.

For further information on The University of Queensland Strategic Plan 2009–2013, please see http://www.uq.edu.au/about/strategic-plan-2009-2013

Historical Background of the School

The pre-cursor to the existing School of Human Movement Studies was the Department of Physical Education, founded at The University of Queensland in 1941. The Diploma of Physical Education offered by the Department was the second such tertiary course to be offered in Australia; the University of Melbourne having commenced a diploma program in 1937. The stimulus for both of these developments was the formation of the National Health and Medical Research Council (NHMRC) in 1936 with its stated goal of improving the public health and fitness of Australians. As the University of Melbourne’s program was discontinued in the early 1970s, the University of Queensland now has the longest-running program in physical education/human movement studies in Australia.

Undergraduate and postgraduate degree programs in human movement studies were introduced in 1974 and the Department changed its name from Physical Education to Human Movement Studies in 1975. After operating from its inception in 1941 under a Board of Studies of Physical Education, the Department became a member of the University’s Faculty of Education in 1963. The Faculty of Education administered all of the Department’s degrees until 1989 when, following the recommendations of a 1986 Departmental Review, the Department’s principal undergraduate degrees were transferred to the Faculty of Science. For resource purposes the Department was part of the Biological Sciences group from the inception of the group system in the early 1980s and became part of the Faculty of Biological & Chemical Sciences (BACS) in 1997 under a re-organisation of the University initiated by the current Vice-Chancellor.

The Department of Human Movement Studies moved from BACS to the Faculty of Health Sciences in 1999 and became the School of Human Movement Studies from 1.1.2000. Following a University-wide reorganization in 2013, from 1.1.2014 the School of Human Movement Studies is now positioned within the Faculty of Health and Behavioural Sciences (HABS).


Candidature forms must NOT be forwarded directly to the Graduate School —
send initially to Sally Goodwin (P9A0) either by email pgrad.enquiries@hms.uq.edu.au or hard copy
Structure of the School

The principal teaching functions of the School are undertaken by the full-time academic staff of the School, who are assisted in this work by part-time teaching staff and tutorial assistants. The principal research functions of the School are undertaken by the full-time academic and the full-time research staff of the School, who are assisted in this work by research assistants, both part-time and full-time. The teaching and research work of the academic staff and the research staff is supported by technical and administrative support staff. Senior staff in each of these support sections, individual academic staff members, and coordinators of the School’s Strategic Planning, Research, Teaching & Learning, Workplace Health & Safety, and Equity committees report directly to the Head of School.

School committee structure

The School is managed through a series of committees that are responsible to the Head of School. The Head of School is supported by the School Executive that comprises senior staff and key committee chairs, with occasional inclusion of other staff as required.

RHD student matters are referred in the first instance to the Research Committee.

The Schools Consultative Committee (“Staff Meeting”) chaired by the Head of School, meets eight to ten times each year.

Postgraduate Student Executive Committee

The function of the Postgraduate Student Executive Committee is to provide advice to the Head of School, the Postgraduate Coordinator, the School’s Consultative Committee (“Staff Meetings”), and the various working committees within the School on matters relating to postgraduate students.

The running of this Postgraduate Student Executive Committee closely follows the procedures of the current School committees. Minutes are kept for each meeting and posted onto the intranet. Several avenues for gaining vital postgraduate student input were highlighted and include

• actively seeking input via personal visits by executive members to the various sub-disciplines within the School on a regular basis
• promotion of postgraduate student events and functions to facilitate and develop close professional associations within the various School sub-disciplines; and
• making the postgraduate student body aware of the existence of the executive committee and the members representing them.

All executive positions are for a 12-month term (generally Nov 1 to Oct 31), at which point, all positions will become vacant and nominations will again be sought. Postgraduate students are eligible to serve on the executive for more than one term. Meetings will be convened a minimum of four times per 12-month term, with the allowance for “special meetings” to take place should the need arise. The current HMS Undergraduate Student Society President may also be invited to attend the executive committee meetings in an ex officio role.

A highlight of the PGSEC is the annual postgraduate student conference (aka “Straddie”) that showcases research higher degree students’ projects, led by UQ but which includes other universities in south-east Queensland.
Information for Research Higher Degree Students

The UQ Policy and Procedures Library (PPL), is the central UQ repository for approved policies, procedures, guidelines and forms

- Student Grievance Resolution — Policy Number: 3.60.02
- Postgraduate Research Student Charter — Policy Number: 4.60.02
- Student Charter — Policy Number: 3.60.01
- Good Supervision: The Role of the Supervisor: Research Higher Degree Students — Policy Number: 4.60.01
- Plagiarism — Policy Number: 4.20.05
- Student and Misconduct Guidelines — Policy Number: 3.60.04
- Responsible Conduct of Research — Policy Number: 4.20.02
- NHMRC Australian Code for the Responsible Conduct of Research

Statement of Postgraduate Research Student Attributes

In 2001, the University approved a revised statement of the overall qualities, skills, knowledge and abilities that should be achieved by students when completing undergraduate programs. In 2003, the University undertook to evaluate the attributes that should be achieved by students completing postgraduate coursework programs. Concurrently, it was recognised that attributes should be developed for research higher degree students to ensure coherence in the attribute sets for the two postgraduate cohorts, and that there should be differentiation between Master of Philosophy and Doctor of Philosophy students.

For further detail on this statement, please refer to http://ppl.app.uq.edu.au/content/4.60.03-research-higher-degree-graduate-attributes

Postgraduate Student Charter

One of the major functions of a university is to provide education and training in research and scholarship. Indeed, universities are the only institutions that are funded to engage in research training for degree purposes. The institutional purpose is to graduate students whose research skills equip them to perform successfully in both academic and industrial environments in a global context. In turn, the work of postgraduate research students is essential for the intellectual vibrancy of the institution and constitutes a powerful driver of research capability.

University research training involves the active participation of both staff and students. The task of ensuring that it is conducted in the most efficient and effective manner is shared by all parties: the institution, its academic staff, and students, all have legitimate expectations of each other.

University policy in the area of research and research training is designed to provide a set of principles and statements of good practice with respect to matters such as supervision, school management, infrastructure support, monitoring of progress, and examinations. The policies incorporate reasonable student expectations about their research training. This Charter builds upon and supplements the Student Charter and other University policies that detail the University’s position on research training. The purpose of this
document is to set out the expectations of students in relation to higher degree research training and the corresponding approach the University expects of research students. It is important that the Postgraduate Research Student Charter https://ppl.app.uq.edu.au/content/4.60.02-research-higher-degree-candidate-charter be read in conjunction with the Student Charter which can be found at: https://ppl.app.uq.edu.au/content/3.60.01-student-charter

Guidelines for the School, Advisors and Candidates

All research higher degree students enrolled at The University of Queensland must comply with the University’s rules and policies as set out on the Graduate School website (http://www.uq.edu.au/grad-school/) and elsewhere on the University’s website, along with any subsequent amendments approved by the Senate or the Academic Board from time to time. **EACH STUDENT IS INFORMED OF SPECIFIC REQUIREMENTS FOR THEIR DEGREE IN THE NOTICE OF ADMISSION TO CANDIDATURE LETTER.**

At any time during your candidature you may refer to the *UQ Policies and Procedures Library (PPL)* accessible at http://ppl.app.uq.edu.au/

Guidelines for the responsibilities of the school, the advisory team, and responsibilities of the candidate are outlined at http://ppl.app.uq.edu.au/content/4.60.01-eligibility-and-role-research-higher-degree-advisors

Student Support Services (SSS)

Staff at UQ Student Support Services provide an integrated professional service in the areas of careers and employment, learning assistance, personal counselling, disability support, financial services and international student support. Please visit http://www.sss.uq.edu.au for further information.

Student Support Services for commencing international students

Please refer to the Student Services website http://www.uq.edu.au/student-services/International+student+support for current information on services provided for commencing international students.

UQ Career Advantage PhD Program

The *UQ Career Advantage PhD Program* is a training initiative developed exclusively for PhD students. This program is under revision and workshops will resume in mid-2014. In the intervening period students are encouraged to participate in the Graduate School’s Skills Training Program http://www.uq.edu.au/grad-school/events-skills-training-students

Current Visa information

International students who are planning to depart and return to Australia at any time during their program should seek advice from the International Admissions Section at UQ prior to departure to ensure that they hold a valid visa for re-entry. Students who are suspending their award should consult the International Admissions Section regarding visa implications for the proposed suspension.

It is the student’s responsibility to ensure that they hold a valid student visa while in Australia. Failure to do so is unlawful and incurs the risk of being deported.
Key contacts for research higher degree students

UQ Graduate School

📞 +61 7 334-60503  Fax: +61 7 334-60512

http://www.uq.edu.au/grad-school/contact-us

Level 6, John Hines building (62), St Lucia campus. Please note entry is via the lift shared with Computer Science building (69)

Admissions and Scholarships

Enquiries about PhD or MPhil: Admission / Progress with application / Scholarships

📞 +61 7 334 60522 or +61 7 334 60523  ✉ admissions@gradschool.uq.edu.au

Candidature

Enquiries about PhD or MPhil: Candidature issues / progress milestones / Changes to candidature (e.g. change of advisor; leave of absence)

📞 +61 7 334 60527  ✉ candidature@gradschool.uq.edu.au

Thesis Examinations

Enquiries about PhD or MPhil thesis: Submission / Progress / Examination / Award of degree

📞 +61 7 334 60531  ✉ thesis@gradschool.uq.edu.au

UQ Advantage

Enquiries about Graduate School skills training, events and communications

📞 +61 7 334 60508  ✉ uqadvantage@gradschool.uq.edu.au
Candidature issues—Research Higher Degrees

Conduct of Research

Research higher degree candidates are expected to conform to the standards of conduct set for research professionals working in any field at The University of Queensland. These standards are detailed in several University policies, including (but not limited to) those relating to

- Procedures for the Conduct of Research
- Research Ethics
- Intellectual Property

What follows is supplementary information specifically for RHD candidates.

Ethical Conduct of Research

Candidates are expected to develop a pervasive attitude of intellectual honesty. The high standards expected include a willingness to make results available to others for evaluation and review and the avoidance of any conflict of interest, except where access to data has been provided on the basis that confidentiality is maintained and that publication of results restricted.

In the interest of maintaining quality, premature publication should be avoided. Scientific laboratories normally have written, detailed and explicit procedures for the gathering, storage, analysis and retention of data so that results can, when necessary, be checked by others. Details of procedures to be followed where serious departures from sound scientific practice may have occurred are given in the Research Ethics policy.

Two issues of importance in the ethical conduct of research are plagiarism and research fraud. If research fraud or plagiarism is detected in a research higher degree thesis, the candidate is not awarded the degree; if it has already been awarded, the degree is revoked.

Plagiarism is defined as reproduction and presentation of the work of others without acknowledgment. It is the attempt by an individual to receive credit for the ideas or felicitous language of others. The most easily detected examples of plagiarism occur when a major segment of another’s work is used word-for-word without acknowledgment. Plagiarism may also be implicit and occur through presenting as novel the ideas of others but paraphrasing the words used in the original text.

In all academic work, and especially in a thesis, it is important to avoid plagiarism. Candidates are required to cite clearly, concisely, and accurately the sources from which information has been derived, the sources of quotations, and the authorities for statements of fact and opinion. Failure to acknowledge adequately the work of predecessors, co-workers, and research assistants is another form of plagiarism.

In addition, the contributions of others to the research must be appropriately acknowledged in any report on that research. The thesis should make clear which work has actually been performed by the candidate and in which cases the results obtained by another have been analysed. Candidates are required to include a number of statements in the thesis preliminary pages template addressing these matters.

Research fraud most commonly occurs through falsification, deliberate misrepresentation, or misinterpretation of data. Advances in knowledge depend upon the scrupulous collection, analysis, and reporting of that information in the appropriate scholarly form so that those conclusions can be tested by
one's peers. Dishonest reporting misleads others, hampers the advancement of research knowledge and wastes time, human effort and research funds. In several disciplines it could even be injurious to human or animal subjects. Falsification includes both fabrication and forms of selective reporting such as the omission of conflicting data.

**Ethics**

### The University of Queensland Guidelines for Ethical Review of Research Involving Humans

As part of the design process for any research project involving human subjects or human-related materials, The University of Queensland researchers must investigate the need for ethical clearance and obtain it when required. The following links outline the principles of ethical research, and the procedures for applying for approval.

For *UQ Research and Innovation* contact information, please see the [staff contact list](http://www.uq.edu.au/research/integrity-compliance/human-forms-resources).

#### UQ Guidelines, Ethics Forms and Downloads

http://www.uq.edu.au/research/integrity-compliance/human-forms-resources

Applications submitted through UQRI should allow for a processing time of about 8 weeks for Full Review.

For further information, please refer to [https://ppl.app.uq.edu.au/content/4.20-research-conduct-and-integrity](https://ppl.app.uq.edu.au/content/4.20-research-conduct-and-integrity).

### School-level Ethical Review Committee

**HMS Ethics Guidelines**

The School of Human Movement Studies has an ethical review mechanism to review research protocols from its students up to the level of, and including, PhD.


One hard copy of the forms should be sent to A/Prof. Judy Bauer, HMS Building, Room 520, University of Queensland, Qld 4072 and an electronic copy to j.bauer1@uq.edu.au. Please allow between 2–4 weeks for processing.

**HMS Ethical Paragraph:**

"This study has been cleared in accordance with the ethical review guidelines and processes of the University of Queensland. These guidelines are endorsed by the University's principal human ethics committee, the Human Experimentation Ethical Review Committee, and registered with the Australian Health Ethics Committee as complying with the National Statement. You are free to discuss your participation in this study with project staff (contactable on .......................). If you would like to speak to an officer of the University not involved in the study, you may contact the School of Human Movement Studies Ethics Officer on 3365 4718."
Confidentiality and Retention of Data

Researchers must ensure that data gathered and recorded about individuals remains confidential both during and after the study, including in published results. Those who have made the research possible must be protected from inconvenience or embarrassment through the release of personal information. Also, researchers must not use such information for their own personal advantage or for that of a third party.

The University requires all data to be recorded in a durable and appropriately referenced form. It is strongly recommended that original data be retained in the research unit (school, institute, centre) in which the data were generated. Aggregate data that are to be used for publication must be kept for a minimum period of five years. The original materials that generated the data, such as raw samples gathered during a field trip, electronically recorded interviews, or serum taken from subjects, are to be kept only for a sufficient period to collate and analyse those samples.

When data are stored in computers, arrangements should be made with appropriate specialists (such as Information Technology Services) to prevent unauthorised access to the files.

For more information, refer to the Procedures for the Conduct of Research.

Intellectual Property

Intellectual property has many facets, including moral rights, copyright, patents, authorship, and managing confidentiality within a research project. For more information, refer to the Intellectual Property policy.

Candidates may make use of sources of advice within the University on intellectual property, such as Research Legal Services. However, it must be noted that although Research Legal Services may provide advice on the University's intellectual property policy in relation to research-generated intellectual policy, Research Legal Services does not legally represent candidates. Candidates are entitled and encouraged to seek independent legal advice on matters relating to their intellectual property.

Candidates are required to include a declaration in the preliminary pages of the thesis that explicitly states the thesis is the candidate's own work, and contains no material published or written by another person except where due reference has been made in the text. It is implicit in this declaration that the thesis has been written by the candidate in his or her own words. In legal terms, it is the candidate who has copyright in the thesis: Section 31(1)(a) of the Copyright Act 1968 (Cth) confers on the owner of copyright in a work the exclusive right to reproduce it in any material form, and to publish the work. See http://www.library.uq.edu.au/copyright/ for further information on copyright issues.

Generally, the author of a work is the owner of copyright in it. In the same way, an inventor is the owner of a patentable invention. However, there are a number of cases in which these rights are modified or overridden by law or agreement. For example, an agreement to assign copyright can be effected in writing, either before or after work is produced; an invention or a copyright work made in the course of employment is generally owned by the employer. If a research higher degree candidate is also employed by the University and makes a publication or invention in the course of his or her work as a staff member, the University has rights over the publication or invention.

Ownership of copyright or a patent also depends on contributions made by others to the work. In cases where the ideas or other work of an advisor or collaborator contribute significantly to a project, the candidate may have only a joint interest or, in some cases, no interest in the underlying intellectual property referred to in
the candidate's written work. However, research higher degree candidates always own copyright in the thesis, as the thesis must be the candidate's own work in order to be considered a thesis.

Customarily, an archival copy of each thesis is placed in the public domain in the library of the university that awarded the degree, where it is made available on request for consultation to members of the university and external communities. In some cases, they may be a need to delay or restrict access to the thesis (thesis embargo).

**Confidentiality Agreements and Contractual Arrangements**

Any contract with an external company or agency relating to a research higher degree candidature must be referred to and processed by Research Legal Services. Candidates must not sign any agreement imposing restrictions on the publication of their thesis or the transfer of intellectual property rights without the approval of the Dean, UQ Graduate School.

Candidates intending to undertake research which requires a legal agreement that places conditions or restrictions on the publication of any research higher degree thesis that may arise from the research must have their request considered and endorsed by their advisory team and enrolling school/institute, then approved by the Dean, UQ Graduate School, before the legal agreement is finalized. Research work must not commence before the required legal agreement is obtained.

Ownership of copyright and inventions may be transferred by agreement. In recent years there has been a significant increase in industry-linked research scholarships. These arrangements with third parties are beneficial to individual candidates, as they provide the resources needed to undertake specific research projects: however, third parties may require rights to intellectual property in return for their input. In such cases, candidates must consider the implications of undertaking research supported by third parties, including restrictions on publication or transfer of their rights. In some cases, difficult decisions may have to be made by the candidate and the University about the impact of such conditions and whether to accept the support. In all case, the University attempts to ensure that the candidate retains copyright in the thesis, as the loss of that copyright may prevent the candidate meeting the requirements for award of the degree.

Candidates may also wish to assign their rights to the University so that they take advantage of the research commercialisation resources available to UQ academic staff.

**School seminars**

In addition to regular meetings organised by staff and students with common research interests, the School also holds occasional seminars between 1.00 and 2.00pm some Fridays in Room 219. The purpose of these seminars is for staff and postgraduate students to share their current research with each other and other interested individuals within the University community. Completed research, conference paper rehearsals and invited presentations by visitors from other Universities and other University schools/departments are scheduled during this time slot. Forthcoming seminars are announced via the School noticeboards and the email. School seminars are considered one of the important events in the life of the School and regular attendance by postgraduate students is viewed as an integral part of their postgraduate education and experience.

**Access to University library facilities**

The University of Queensland has a distributed library system. Enrolled postgraduate students have automatic borrowing rights from the University's extensive library holdings and postgraduate students in
Human Movement Studies can access the University’s on-line catalogue from any of the networked microcomputers in the School (http://www.library.uq.edu.au/catalogue/catalogue.html). The libraries also offer student training sessions—for a full list and booking information see https://www.library.uq.edu.au/training/ (UQ username and UQ password required)

Contact the Liaison Librarian for Human Movement Studies at 3346 4383 for library familiarization and remote access (i.e. username and password). For information on postgraduate borrowing, visit http://www.library.uq.edu.au/help/coursework-postgraduate

Information for external and remote students can be found at http://www.library.uq.edu.au/services/remotestudents.html

### Library’s Conditions of Use

Users of the University libraries and e-journal access, must abide by the licence agreements signed by the University. Infringement of licensed use places all users at risk of denial of access, and will have adverse consequences for the teaching, learning and research activities of the University. It also leaves the Library open to prosecution for breach of contract. For further details on the Library’s conditions of use, refer to https://ppl.app.uq.edu.au/content/7.40-library-code-practice

### Personal Accident Insurance

Accident Insurance Business Services

http://www.admin.uq.edu.au/bs/

The University has arranged Personal Accident Insurance cover for research higher degree students, covering a number of injuries sustained while undertaking studies or research. Enquiries concerning claims should be directed to the Insurance Manager in Business Services. Students are not normally covered by Workers Compensation.

### Notification of Absence

All full-time MPhil and PhD candidates must inform the School if they are taking leave from their studies for a period of more than one week. Please email pgrad.enquiries@hms.uq.edu.au including the reason for the absence (e.g. vacation, illness, family bereavement, etc.). This will be kept in the student’s file. Short absences of less than one week which do not interfere with your progress need not be reported to the School.

Scholarship holders who leave their studies for one week or more must complete the RHD Notification of Absence Form [or see Appendix D (see p. 88)]

The University Health Service (http://www.uq.edu.au/healthservice) provides a general medical practice for all students. IMPORTANT NOTICE FOR INTERNATIONAL STUDENTS — http://www.uq.edu.au/healthservice/important-notice-international-students

### Publications and presentations arising from theses and directed studies

The School actively encourages postgraduate students to present the findings of their research at conferences and meetings of scholarly bodies and to publish their work in scholarly journals of the highest international standing. The School strongly encourages postgraduate students to submit their research work for publication during their candidature as, among other advantages; this provides external quality control and
access to expert reviewers’ comments and suggestions, improves the likelihood of satisfactory examiners’ recommendations and can assist with ongoing employment and career development.

Managing your candidature

UQ is committed to ensuring that your experience as a research higher degree (RHD) student is exceptional and that you are able to achieve the very best research outcomes. These outcomes include timely completion of your RHD program and streamlined service delivery via the UQ Graduate School. The Graduate School is here to support you throughout your candidature and you also have access to dedicated support in your School or Institute.

Changing your candidature

During your RHD studies, you may need to make changes to your candidature. The information below has been designed to assist you with organising leave, changing your enrolling School or Institute, and altering your enrolment status. For additional information about make any changes, contact the Graduate School Candidature Team.

Please be advised that all changes to enrolment must be received by the Graduate School as soon as practical, but no later than two (2) weeks from the requested effective date. The only exception to this rule is when a census date falls within the notification period. In these cases, we need to receive the request prior to the census date. This policy applies to:

- Scholarship leave and Interruptions to candidature
- Academic load
- Attendance mode
- Change of program
- Student-initiated withdrawals from candidature
- Change of enrolling school
- Change of EFTSL
- Return from interruption
- Change of advisory team

KEY CONTACTS

If you have any questions or concerns about your candidature there are three points of contact at the University:

The Graduate School

The Graduate School is the central administrative unit responsible for all RHD students at UQ. The Graduate School has academic responsibility for managing admissions, providing research scholarships, supporting students through each milestone process, and facilitating the examination of theses. The Graduate School's UQ Advantage team also organises various events, professional development activities and skills training to ensure that you receive the best guidance and training throughout your candidature and have every opportunity to reach your career potential.

The Postgraduate Coordinator

The Postgraduate Coordinator (PGC), is an experienced member of the academic staff of the School or Institute competent to act as the Head of School’s delegate in making academic, administrative and (in some instances) resource decisions across the range of disciplines covered by the School.
The PGC advises the Head of School on all RHD matters. In addition, the PGC is a member of the School Research Committee, which will typically have responsibility for reviewing the School’s postgraduate profile, formulating School RHD policy, establishing appropriate procedures for monitoring RHD students’ progress, and advising on facilities and appropriate levels of resources. Contact Dr Tony Rossi or Dr Glen Lichtwark at pgrad.enquiries@hms.uq.edu.au

The Postgraduate Administrative Officer

The Postgraduate Administrative Officer (PGAO) is a designated member of general staff tasked with providing administrative assistance to the PGC. The PGAO is usually the first point of contact for administrative communications from the Graduate School and may also be the first point of contact for some external enquiries about RHD opportunities in the School. Contact Sally Goodwin at pgrad.enquiries@hms.uq.edu.au

Resources for current students

There are multiple forms that you will be required to complete during your research higher degree. These forms are all listed at http://www.uq.edu.au/grad-school/resources-students-146016. Should you have any queries, please do not hesitate to contact the Graduate School or the School PGAO at pgrad.enquiries@hms.uq.edu.au

• My research project / field of study has changed
• I am changing advisory team / School or Institute
• I want to change between full-time / part-time
• I want to enrol in additional courses / a second degree program
• I want to apply for a scholarship extension
• I need to go on leave
• I need to change to 'remote' status
• I want to change / withdraw from my RHD program
• Do my tuition fees change during candidature?

Enrolment clarifications

Candidates are automatically enrolled in Semester 1 and Semester 2 every year unless they interrupt or withdraw from candidature. It is their responsibility to check each semester that their enrolment and personal details are correct on mySI-net and to pay any student fees or charges. Candidates who submit their thesis for examination remain enrolled, but are not charged any fees while the examination is in process.

Guidance on tuition fees for international RHD students

What is the importance of the census date?

The census date is the date by which all of your enrolment requirements must be finalised for a period of study (e.g. a Semester or Research Quarter). Note that the census date is different from the date that your fees are due. All fees must be paid by the “Due date for payment of charges”. Payments made after this date will incur a late fee. For more information, see Census date.

The timing of commencement, interruption and thesis submission affects fees calculated for international RHD students each quarter.
What are the Research Quarter key dates?

Please note the following key dates:

<table>
<thead>
<tr>
<th>Research Quarter</th>
<th>Start date of Quarter</th>
<th>Due date for payment of charges</th>
<th>Census date / final date to cancel without financial penalty</th>
<th>End date of Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>RQ1</td>
<td>1 Jan</td>
<td>15 Jan</td>
<td>1 Feb</td>
<td>31 Mar</td>
</tr>
<tr>
<td>RQ2</td>
<td>1 Apr</td>
<td>15 Apr</td>
<td>1 May</td>
<td>30 Jun</td>
</tr>
<tr>
<td>RQ3</td>
<td>1 Jul</td>
<td>15 Jul</td>
<td>1 Aug</td>
<td>30 Sep</td>
</tr>
<tr>
<td>RQ4</td>
<td>1 Oct</td>
<td>15 Oct</td>
<td>1 Nov</td>
<td>31 Dec</td>
</tr>
</tbody>
</table>

How much will my fees be?

All international students are required to pay tuition fees while undertaking their research higher degree. The fees charged vary depending on your enrolling School/Institute and your research project. Fee rates are listed on your letter of offer and following enrolment, the fees due each Research Quarter will display on your mySI-net Financial page.

Tuition fee scholarship end dates

Please note that tuition fee scholarships commence on the start date of the research quarter that a candidate enrols in, not on the candidate’s actual enrolment date. Therefore, the end date of the scholarship is the end date of the research quarter three years later for a PhD, and two years later for an MPhil.

- For example, if a candidate who holds a tuition fee scholarship commences their PhD program on 14 June 2012, the tuition fee scholarship will take effect from 1 April 2012 (the first date of Research Quarter 2). The end date of the scholarship will be 31 March 2015 (the last day of Research Quarter 1), not 14 June 2015 (being three years after actual enrolment date).
- If the candidate also holds a living allowance scholarship, the scholarship will commence on their actual enrolment date and expire three years later for a PhD, or two years later for an MPhil.
- The Graduate School recommends that international candidates commence their program as close as possible to the start of a research quarter in order to get the maximum benefit from their tuition fee scholarship.

For more information see International Research Higher Degree fees.

Domestic students do not pay tuition fees for a research higher degree. The Australian Government provides funding to all Australian universities through the Research Training Scheme to cover the cost of RHD training places.

When will my fees be charged?

International students will be charged fees on a quarterly basis. This provides RHD students with better value for money as they are only required to pay fees for the quarter in which they study.

How will the Research Quarters impact my scholarship commencement date?

The research quarters will align with the current scholarship rounds, which will significantly shorten the period of time between scholarship award and commencement. This will ensure RHD students awarded a scholarship will gain the maximum value of fees paid for their tuition. Research quarters, and applicable fees,
will fit with the current scheme. We recommend students commence as close as possible to the start of a research quarter to maximise the value of their scholarship.

**MySI-net enrolment clarifications**

As a research higher degree candidate, parts of your student enrolment process on mySI-net do not follow the instructions set out in the Enrolment Guide. The major points of divergence are follows.

You are enrolled by the Research Higher Degrees Unit, and **cannot** enrol in courses using mySI-net. When you log into mySI-net, you may already be enrolled in a course code beginning with RSCH. Please contact the [Research Higher Degrees Unit](mailto:) if you are not enrolled in an RSCH course, or if the RSCH course is inaccurate.

You cannot alter your study load using mySI-net. If you wish to change your attendance from full-time to part-time or from part-time to full-time, please complete the [Change of Candidature Status form](mailto:), have it endorsed by your principal advisor and school postgraduate coordinator, and pass the form on to either of the PGAOs.

You cannot enrol in additional courses using mySI-net. If you wish to enrol in an additional course, please complete the [Application for enrolment in / cancellation of additional courses](mailto:), have it endorsed by your principal advisor, school postgraduate coordinator, and (if necessary) by the course coordinator and the postgraduate coordinator of the school offering the course, and send the form to Research Candidature.

If you have queries about your enrolment, please contact [pgrad.enquiries@hms.uq.edu.au](mailto:), or Research Candidature at [candidature@gradschool.uq.edu.au](mailto:).

**Enrolment Status, Restrictions and Work Patterns**

The University expects that candidates who enrol full-time in a PhD or MPhil program will engage in regular research and study for at least the equivalent of a standard five-day working week, namely 9:00 am to 5:00 pm Monday to Friday, for 48 weeks of the year. The actual pattern of research and study is to be negotiated by the candidate with their advisory team and enrolling school. Candidates are not required to complete timesheets, or work on their research projects solely during the hours set out above. However, they are required to maintain satisfactory progress, which would usually require approximately 35 to 40 hours of work a week, and to avoid taking on additional work or other commitments during those hours.

Candidates who are enrolled part-time are expected to engage in research and study for the equivalent of at least 50% of the full-time rate over the course of a year. The actual pattern of research and study may vary from week to week or month to month, depending on the candidate’s personal circumstances and other commitments. Again, the pattern is to be negotiated by the candidate with their advisory team and enrolling school, and the candidate is required to maintain satisfactory progress.

When discussing appropriate patterns of part-time research and study, please note that the Federal government funding provided through the Research Training Scheme assumes that a part-time candidate works at 50% of the rate of a full-time candidate. As a consequence, the University converts part-time enrolment into full-time equivalent enrolment at the same rate (for example, 1 year of part-time enrolment is considered equivalent to 6 months of full-time enrolment).

In addition, it is a requirement of all research higher degree living allowance scholarships that the recipient meets the expectation set out above for a full-time candidate: if not, the scholarship may be terminated on the grounds of not carrying out the program of research and study for which the scholarship is provided with diligence.
Employment Restrictions on Full-time Candidates

In addition to the restrictions on employment that apply because of candidature, some scholarships also involve employment restrictions and scholarship holders should check the conditions of their awards before accepting employment. http://www.uq.edu.au/grad-school/content/future-students/scholarship-general-conditions.pdf can provide advice on employment restrictions in relation to postgraduate scholarships.

Standard Terms and Conditions of Candidature

http://www.uq.edu.au/grad-school/managing-your-candidature

The University of Queensland sets a number of terms and conditions for research higher degree candidature. All UQ RHD candidates are required to:

Initiate and maintain an accurate student record. This includes logging into mySI-net at the beginning of candidature and at least once each semester, entering all outstanding student data, checking that your enrolment details are correct, and paying all student charges and fees by the due dates. Online help for completing these activities is available on the myAdvisor website. If you do not know your username or password, contact Information Technology Services (ITS).

Regularly access your student e-mail address and read all official University e-mails. All official University email is sent to your UQ student account, including library notices and fees reminders. If you do not know your username or password, contact Information Technology Services (ITS) at help@its.uq.edu.au.

Comply with the University's rules and policies as set out on the Graduate School website and elsewhere on the University's website, along with any subsequent amendments approved by the Senate or the Academic Board from time to time. These rules include Part 4 of the General Award Rules.

Comply with the University's policies on the conduct of research.

Provide reports on progress (and such other information as may be required) from time to time by the Dean, UQ Graduate School to your advisor, school, and the University. These reports include the reports on attainment of development and progression milestones, including confirmation of provisional candidature; other reports may also be required from time to time.

Remain enrolled continuously for the duration of your research higher degree program. To take leave from your candidature you must seek and obtain specific written approval from the Dean, UQ Graduate School.

To enrol in a second degree program discuss with your advisory team in the first instance. Your advisory team needs to be satisfied that the additional work will not impact on your research higher degree progress. You also need to ensure that your enrolment in both programs adequately reflects the time you have allocated to each. For example, should you change from full-time to part-time or vice versa?

Your progress will also be discussed at each of your milestones. If it is concluded that enrolment in the second degree program is negatively impacting on your research higher degree progress then you will be liable for withdrawal without academic penalty.

Obtain approval for any amendment or change to your candidature from the Dean, UQ Graduate School.

Attend seminars and conferences as required by your advisory team, school/institute, or the Dean, UQ Graduate School.

Comply with any additional terms and conditions set by the Dean, UQ Graduate School.
There may be other additional terms set out on your Notice of Admission to Research Higher Degree Candidature.

**Change of Research Higher Degree Program**

**Form to use:** Change of research higher degree program

**Transfer from a PhD to an MPhil**

A PhD candidate may transfer to the MPhil program at any stage of their candidature to a provisional MPhil candidate. A confirmed PhD candidate can transfer to a confirmed MPhil candidate at any stage.

**Transfer from an MPhil to a PhD**

To transfer from an MPhil to a PhD you must provide evidence outlining:

- An appropriate change in scope of the research project to a PhD suitable project; and
- The support for the stage of candidature to which you are transferring (e.g. provisional/confirmed*).

*To request a transfer from a provisional/confirmed MPhil to a confirmed PhD you must demonstrate that you have attained the attributes appropriate to those of a confirmed PhD candidate.

**Withdraw from RHD program**

**Form to use:** Change of Candidature Status

You may withdraw from your program by advising the UQ Graduate School in writing. Withdrawing from candidature does not stop you applying for re-admission at a future date.

If you decide to apply for re-admission please follow the [how to apply procedure](#) as if you were a new applicant. Each request for re-admission is considered on its own merits: you may not be able to work with the same advisors, pursue the same topic or be granted credit for work already done. However, if a major portion of the research work has been completed and your application is made within two years of withdrawing, your required period of enrolment may be reduced.

**Reinstatement following withdrawal**

**Form to use:** Request for Reinstatement following Withdrawal from Candidature

A request for reinstatement must occur within 3 months of the Notice of Withdrawal from Candidature being issued to you. If you wish to resume your candidature and more than 3 months have passed since you were issued the Notice of Withdrawal, please use the Application for Admission and Scholarship form to apply for re-admission.

**Expected completion times**

Refer to the UQ Policies & Procedures Library [https://ppl.app.uq.edu.au/content/4.60.05-research-higher-degree-candidature-progression-and-development](https://ppl.app.uq.edu.au/content/4.60.05-research-higher-degree-candidature-progression-and-development)
Enrolling in Additional Courses within the PhD and MPhil Programs

Form to use: Enrolment in / Cancellation of Additional Courses

PhD and MPhil candidates are allowed to enrol in additional courses as a part of research higher degree training when the completion of those courses is considered to be an essential component of their studies. Please be aware of UQ’s expectations:

- The courses are in addition to the research project work, which needs to continue without interruption or reduction while the coursework is being completed;
- Progression milestones must be completed on time, and the courses cannot be used to justify requests for milestone extensions;
- It is mandatory for you to complete and pass all courses that are required as part of your RHD, and your thesis cannot be submitted for examination until all courses have been passed; and
- You cannot undertake more than 20 units of courses as part of your PhD, or 10 units as part of your MPhil.

Concurrent Enrolment

To enrol in a second degree program discuss with your advisory team in the first instance. Your advisory team needs to be satisfied that the additional work will not impact on your research higher degree progress. You also need to ensure that your enrolment in both programs adequately reflects the time you have allocated to each. For example, should you change from full-time to part-time or vice versa?

Your progress will also be discussed at each of your milestones. If it is concluded that enrolment in the second degree program is negatively impacting on your research higher degree progress then you will be liable for withdrawal without academic penalty.

Interruption of Candidature

Form to use: Change of Candidature Status

Relevant policy and procedures: 4.60.10 Research Higher Degree Leave and Interruption to Candidature

International students

International students on a student visa are able to take leave during their RHD, however there are certain restrictions on this under the Education Services for Overseas Students (ESOS) Act 2000. The Act only allows students to take leave from their studies on the grounds of compassionate or compelling circumstances. For more information about visa restrictions, contact the Australian Government Department of Immigration and Citizenship on 131 881.

While on leave

Although you are not expected to work on your research project while on interruption, you are still considered to be a research higher degree student by the University and continue to have access to Library, email, and mySI-net facilities. As a result, you are still required to maintain your student record on mySI-net, pay any fees or charges by the due dates, and regularly access your student email address and read all official University e-mails.
Before the end of the approved period

It is your responsibility to contact Student Fees (fees@uq.edu.au) two to four weeks before your period of interruption ends to arrange for payment of any enrolment or tuition fees that will be due on your return from interruption.

You are also required to notify the Graduate School of your intentions after you have finished your leave, which include:

**Resume candidature** — If you intend to resume your research studies simply provide the date on which you will resume.

**Extend leave** — If you wish to apply for an extension of the period of interruption of your research studies, simply provide the date on which your new period of interruption will begin and the date on which you now expect to resume.

**Withdraw from candidature** — If you wish to discontinue your research studies, simply provide the date on which you will withdraw from candidature.

Reinstatement following withdrawal

**Form to use:** Request for Reinstatement following Withdrawal from Candidature

A request for reinstatement must occur within 3 months of the Notice of Withdrawal from Candidature being issued to you. If you wish to resume your candidature and more than 3 months have passed since you were issued the Notice of Withdrawal, please use the Application for Admission and Scholarship form to apply for re-admission.

Termination of Candidature

In accordance with General Award Rule 4.13, the Dean, UQ Graduate School, may terminate a PhD or MPhil candidate at any time for failing to meet any condition of candidature.

Resolving problems during candidature and raising grievances

**Guidelines:**
The normal expectation is that most matters of concern to research higher degree candidates will be resolved at the local level. While not every difficulty is resolved to everyone’s satisfaction at that level, the great majority are. Therefore, candidates who consider that they have a problem with any aspect of their candidature should first discuss the situation with their advisors and attempt to reach a solution with their advisory team.

If it is not possible to reach a solution with the advisory team, the candidate should then seek the advice and assistance of the school postgraduate coordinator. If the school postgraduate coordinator cannot help resolve the situation, the candidate should then consult the Head of School. If the matter still remains unresolved, the candidate should then approach the Dean, UQ Graduate School, for assistance. The Dean may refer the matter to the Research Higher Degrees Committee for advice if that is appropriate.

The University of Queensland Student Union also provides independent advice and assistance. A student grievance does not arise if the complaint relates to Discrimination, Harassment and Bullying or Sexual
Harassment. The University has specific policies and procedures to handle issues relating to the aforementioned areas.

A student grievance may arise from the alleged failure of the University to follow the procedures it sets down in each of the above areas for the resolution of an issue.

Three Minute Thesis (3MT®)

The Three Minute Thesis (3MT®) is a research communication competition developed by The University of Queensland. The exercise develops academic, presentation, and research communication skills and supports the development of research students’ capacity to effectively explain their research in three minutes in a language appropriate to an intelligent but non-specialist audience.

Please visit our new 3MT® website: [http://www.threeminutethesis.org](http://www.threeminutethesis.org) (Phone: +61 7 3346 0510 or email: 3MT@uq.edu.au).
Candidature Progression and Development Milestones

At The University of Queensland, research higher degree candidature is a developmental process in which the candidate acquires particular skills, knowledge and abilities while making progress towards completing a discrete research project and writing a thesis for external assessment. For that reason, the structure of each individual candidate's program of study and research is tailored to assist the candidate in

- developing the attributes described in the Statement of Research Higher Degree Graduate Attributes throughout their candidature, and
- completing a high-quality assessable thesis in a timely manner.

Candidature progression and development milestones provide a structured process for documenting and verifying the acquisition and development of these attributes and for planning and reviewing progress towards timely completion of the research project and a high quality thesis. They are important elements of the research training provided to, and the research undertaken by, research higher degree candidates.

Amended 'RHD Candidature Progression and Development' PPL

The Research Higher Degree Candidature Progression and Development policy and procedures have been amended to make the rules regarding capped extensions and timeframes between milestones clearer. The amended policy and procedures have been published on the PPL website.

Please note the following change:

- the timeframe between thesis review and submission has been reduced to 6 weeks for MPhil candidates confirmed from 1 January 2013. This allows for milestones to be carried out at six-monthly intervals and allows for 4.5 months extension throughout candidature.

The due date of the next milestone or submission for all candidates confirmed from 1 January 2013 will be set according to the previous milestone due date granted by the Graduate School, i.e., the official due date. If you or your school choose to undertake a milestone later than the official due date without seeking a formal extension, then your timeframe to the next milestone or submission will be reduced. For example, if a full-time PhD candidate’s confirmation milestone was due on 15 May 2013, but it is not completed until 26 June and an extension was not sought for the additional time, then the mid-candidature review will be due on 15 May 2014 and not 26 June. Please note that reduced timeframes will not be applied retrospectively for candidates who have already had their mid-candidature review due dates communicated by the Graduate School.

Milestone Recommendations

Completing each milestone

One of the advantages of completing your RHD at UQ is knowing that you will be supported every step of the way. The University’s milestone process ensures that you keep on track and have access to feedback and guidance throughout your degree. The Milestone Policy is a three stage process designed to enable you to
articulate your research to your colleagues and peers and successfully complete your studies within 3 to 4 years (PhD) or 1 to 2 years (MPhil). Each milestone is scheduled at equal points throughout your program.

The candidate is expected to achieve the revised milestone between 1 month before and 1 month after this date. Within one month of the scheduled due date, the Graduate School requires the **Attainment or Extension of Milestone form** (either indicating that the milestone has been completed, or requesting an extension). If no recommendation is received after that period of time has elapsed, the candidate is liable to be withdrawn and any scholarship relinquished. **Please note that extension timeframes are based on the date of the last milestone, and not on the date the form was submitted to the Graduate School.**

**Confirmation** — 6 months (FTE) MPhil; 12 months (FTE) PhD

This is your opportunity to explain your research project to your peers. At the end of the confirmation process you should be comfortable with the robustness and viability of your research project. Your academic colleagues will provide you with valuable feedback on how to improve your research questions and proposed methodology. You will also have a clear path to follow towards Mid-Candidature Review.

**Mid-Candidature Review** — 12 months (FTE) MPhil; 24 months (FTE) PhD

After completing the majority of your research you should be in a position to undergo the Mid-Candidature Review. At this milestone you should receive comment on your progress to date, the rigour of your research methodology and suggestions for any final experiments or data collection activities. You will discuss with your academic colleagues what you need to do to make the journey to Thesis Review.

**Thesis Review** — 18 months (FTE) MPhil; 36 months (FTE) PhD

Do you have a Thesis? This milestone will give you the opportunity to answer this question. By this stage you should have the majority of your thesis written. Your peers will be available to provide you with direction and guidance in the final stages of your project. Comment will be made on the content and structure of your thesis. You will receive suggestions on how to make it ready for submission.

**If you need more time to complete a milestone** **Attainment or Extension of Milestone form**

You can find further information on the overarching University-wide policy at: [Research Higher Degree Candidature Progression and Development](#).

For each milestone, the school/institute can recommend
- that the milestone has been achieved,
- an extension of the due date (usually of up to 3 months FTE) for achieving the milestone, or
- that the candidate is liable for termination of candidature.

The Dean, UQ Graduate School usually accepts recommendations for an extension of the due date if the candidate
- has not attempted part or all of the school/institute's milestone process because of compelling academic or compassionate grounds beyond the candidate's control which impact on the candidate's progress or wellbeing;
- has attempted part or all of the school/institute's milestone process once but must do more to demonstrate that they have achieved the standard required by the milestone; or

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1 FTE – full time equivalent

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Candidature forms must **NOT** be forwarded directly to the Graduate School —
send initially to Sally Goodwin either by email pgrad.enquiries@hms.uq.edu.au or hard copy
• has attempted part or all of the school/institute's milestone process more than once and the school/institute still believes that the candidate is capable of demonstrating that they have achieved the standard required by the milestone.

The Dean, UQ Graduate School usually **does not accept** recommendations that the candidate is liable for termination of candidature unless the candidate

• has attempted part or all of the school/institute's milestone process more than once;
• has been given clear written advice more than once that their progress and performance have been unsatisfactory,
• has been given clear, explicit and reasonable written advice more than once about how satisfactory progress and performance may be achieved and demonstrated; and
• has not reached the standard set out as necessary for achieving the milestone.

Note that the due date for a milestone is automatically reset if a candidate **interrupts** their research higher degree candidature. Unless the school/institute advises otherwise, the following principles are applied.

The milestone due date must be a minimum of 1 month after the end of the period of interruption.

If the milestone due date is after the beginning of the period of interruption, the due date is reset so that the candidate has the same period of time remaining following the end of their interruption as they did at the beginning of the interruption. For example, if the milestone due date was 1 August, and the candidate interrupted from 1 June to 1 September, the confirmation due date would be reset to 1 November.

If the milestone due date is before the beginning of the period of interruption, the due date is reset to 1 month after the end of the interruption. For example, if the confirmation due date was 1 March, and the candidate interrupted from 1 June to 1 September, the milestone due date would be reset to 1 October.

The intention behind resetting the milestone due date is not that the candidate must complete the milestone immediately on their return from interruption. Instead, the reset date provides a timely trigger for the candidate and their advisory team to discuss the candidate's progress towards the milestone shortly after their return from interruption, to work out what is a feasible and appropriate milestone due date for the candidate, and to reset the milestone due date by requesting an extension if a longer period of time is required.

### Milestone Due Dates

All milestone due dates are recorded on SI-net, and available

• to candidates via mySI-net in the Research subpages
• to schools/institutes and advisors via the UQ Reportal

If an extension is granted, the due date recorded on SI-net is set to the date advised by the school/institute.
**Milestone Requirements**

All candidates who have not yet attained the thesis review milestone are allocated a checklist on SI-net called CANCON, for "candidature conditions". The CANCON checklist contains multiple checklist items, depending on what requirements must be met and/or what issues are to be resolved before the candidate has attained the next progression milestone.

- **For access to the forms required for completion of milestones, please visit:**

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**Confirmation**

(HMS requirements—see Appendix A—Milestone 1: Confirmation of Candidature)

Confirmation is a critically important moment for every research higher degree candidate. At this milestone:

- the candidate receives formative advice about the direction, scope, planning, and feasibility of the project; and about the acquisition or further development of appropriate research and professional skills;
- the school/institute reviews the human, physical, financial resources needed to sustain the candidature, in compliance with relevant university, disciplinary, and external regulatory protocols; and
- the University is assured by the school/institute's review that continuation of the candidature is likely to lead to an assessable thesis in about the period for which the candidate, school/institute, and University are funded to support the candidate’s enrolment.

Success at the confirmation of candidature milestone demonstrates the candidate is likely to produce an assessable thesis using the resources available to them at The University of Queensland in a timely manner.

Assessment of attainment of this milestone is made on the basis of evidence including:

1. **Written work** completed by the candidate,

   This demonstrates the candidate’s ability to write academic English at a level appropriate to this stage of higher degree research in the discipline; and may include a formal and comprehensive consideration by the candidate, on the advice of the advisory team, of the resources, skills, equipment and facilities required to complete the project within the funded period, and an assessment of how and where they might be accessed.

2. **Oral work** completed by the candidate,

   This demonstrates the candidate's ability to present publicly to an audience. Allows the candidate an opportunity to receive expert and constructive feedback about the proposed project, its scope and feasibility, the results already obtained, and the appropriateness of the theoretical approach, methodology, and/or experimental design.

   This presentation is often described as a "thesis proposal", "work in progress", or "statement of intent" seminar.

3. **Interview/dialogue** with the candidate.

   This provides an opportunity to review:
   - the composition of the advisory team – if an associate advisor has not already been appointed, one must be nominated at this time;
• the human, financial and physical resources needed to bring the project to a timely and satisfactory completion;

• the feasibility, scope, originality and planned duration of the project in relation to the degree for which the candidate is enrolled;

• ethics, biosafety, IP, commercial opportunities and impediments; and

• the appropriateness of using a particular thesis format option.

Running Order and Procedures for Colloquia/Confirmation meetings

1. Chair welcomes everyone and explains the process to the assembled group

2. Student presents for 15-20 minutes maximum using acceptable media (power-point, prezi or other)

3. Q & A: General questions of interest from panel and floor (as per rules in Appendix 1). Allow maximum of 15-20 minutes

4. Audience and candidate leave

5. Chair meets with Panel privately to discuss overall impression of proposed research, the standard of the document—establish questions, order of questions, concerns, and issues for clarification that have not been adequately resolved in the presentation or document. Keep this to a maximum of 20 minutes.

6. Deeper discussion between panel members, candidate and advisory team. Discussion is recorded for candidate’s purposes and uses. Chair keeps notes of recommendations, suggestions and advice to be provided in a summary document to be attached to official paperwork. Allow a maximum of 30 minutes

7. Candidate leaves the room for decision-making. Maximum of 20 minutes

8. Candidate debrief and recommendations and document signing. Allow 10 minutes

9. If maximum times are taken a confirmation should last no longer than two hours, typically most last 1 hour and 30 minutes.

Mid-Candidature Review

(HMS requirements—see Appendix A—Milestone 2: Mid-Candidature Review)

• The mid-candidature review milestone represents a mid-point between confirmation of candidature and thesis review milestones. Achievement of this milestone reassures the candidate, advisory team and school/institute that:

• the project is on track for completion within candidature duration; and

• the candidate’s research and other professional skills are developing appropriately

Assessment of attainment of this milestone is made on the basis of evidence including:

Written work completed by the candidate

This demonstrates that the candidate is developing their ability to communicate their research to a wider audience and has had the opportunity to receive feedback on their research project and research writing from outside the advisory team. Appropriate formats for this piece of academic writing are determined by the school/institute so that it is appropriate to the candidate’s disciplinary field and the structure of the candidate’s research project.

Oral work completed by the candidate (at Mid-Candidature Review, an oral presentation may not be required)
This demonstrates that the candidate is developing their ability to communicate their research to a wider audience. It provides them with the opportunity to receive constructive feedback on their research project and their verbal presentation skills from outside the advisory team. At mid-candidature review, an oral presentation may not be required.

**Interview/dialogue with the candidate**

This provides an opportunity to:

- practice team skills,
- assess the candidate’s development of expertise in their field of research,
- assess the overall plan for the thesis structure,
- review the planned timeline to submission of the thesis for assessment,
- review the composition of the advisory team and the roles of its members, and
- reassess the human, financial and physical resources needed to bring the project to a timely and satisfactory completion.

**Thesis Review**

*(HMS requirements—see Appendix A—Milestone 3: Thesis Review)*

The thesis review milestone occurs no later than 3 months full-time equivalent (FTE) before the expected submission date of the thesis. Success at this milestone demonstrates the completion of their research project and their readiness to finish their thesis writing and to submit their thesis for assessment. At thesis review, an oral presentation may not be required.

The thesis review:

- enables the school/institute to determine collectively that the work should be ready for assessment by the expected date;
- allows any differences of opinion among the candidate and the advisory team about the readiness of the thesis for assessment to be aired and settled collegially;
- assures the candidate and advisory team of the scope, originality and quality of the thesis;
- identifies any major concerns that need attention before submission;
- provides a forum for discussing the mix of disciplinary knowledge required among the thesis assessors to review the breadth of work contained within the thesis; and
- enables the candidate and the advisors to express any reservations or concerns about having any particular individual act as an assessor

In addition to matters normally covered by feedback and recommendation documents, the thesis review feedback attests to the quality and scope of the research, details decisions reached about the mix of thesis assessors, records reservations about particular individuals, and states the expected thesis submission date.

Assessment of attainment of this milestone is made on the basis of evidence including:

1. **Written work** completed by the candidate

   This includes summary information about the thesis, including the thesis title, the thesis preliminary pages; and sufficient material that demonstrates that the candidate is able to produce written work of the format and standard expected of a thesis. The quantity of final draft material required for this assessment is determined by the school/institute so that it is appropriate to the candidate’s thesis format and field of research.

2. **Oral work** completed by the candidate (at Thesis Review, an oral presentation may not be required).
This demonstrates that the candidate is developing their ability to communicate their research to a wider audience. It provides them with the opportunity to receive constructive feedback on their research project and their verbal presentation skills from outside the advisory team.

Where presenting to an open audience is not possible because of confidentiality or intellectual property restrictions, the candidate should still present to as broad an audience as possible. If there are significant IP issues, then the use of Confidentiality Agreements for the participants may be appropriate.

3. Interview/dialogue with the candidate

This provides an opportunity to:
- practice interviewing, verbal briefings and team skills,
- assess the candidate's expert knowledge of their research area,
- assess the clarity and progression of the structure of the thesis,
- assess the quality of the academic writing contained in the thesis,
- assess the appropriateness of the draft abstract in describing the content of the thesis to potential thesis assessors,
- discuss the mix of disciplinary knowledge required among the thesis assessors to review the breadth of work contained within the thesis, and
- see if the candidate or the advisors have any reservations or concerns about any particular individual acting as a thesis assessor

**Financial assistance during RHD candidature**

Several different types of activities must be funded for a successful research higher degree candidature. These activities fall into three broad groups:
- tuition fees
- living costs
- research costs

Domestic candidates do not pay tuition fees during their research higher degree studies. The Federal Government provides funding to all Australian universities through the Research Training Scheme to cover the cost of research training places, for a maximum of 4 years full-time equivalent PhD candidature or 2 years full-time equivalent MPhil candidature. UQ covers the cost of the research training place for domestic candidates who do not qualify for a Federal Government place.

International research higher degree candidates are liable for tuition fees for each semester for which they are enrolled. Sources of tuition fee financial support are listed below.

A small number of School scholarships may be available.

The Graduate School New Scholarships page lists individual and externally funded scholarships, financial assistance and travel awards. Other scholarship schemes are advertised on the Joint Academic Scholarships On-Line Network (JASON) database.

In 2014 the International Postgraduate Research Scholarship (IPRS), UQ Centennial Scholarship (UQ Cent), UQ International Scholarships (UQI) and the Graduate School International Travel Awards (GSITA) will be awarded in three rounds.
Candidature forms must NOT be forwarded directly to the Graduate School — send initially to Sally Goodwin either by email pgrad.enquiries@hms.uq.edu.au or hard copy.

### Recommended Submission Dates for 2014

<table>
<thead>
<tr>
<th>ROUND 1</th>
<th>ROUND 2</th>
<th>ROUND 3</th>
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<tbody>
<tr>
<td>Last day to submit your application to school/institute</td>
<td>31 Jan</td>
<td>23 May</td>
</tr>
<tr>
<td>Deadline for outstanding conditions to be met</td>
<td>14 Mar</td>
<td>4 Jul</td>
</tr>
<tr>
<td>Official notification about your scholarship application</td>
<td>15 Apr</td>
<td>5 Aug</td>
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### UQ Living Allowance Scholarship General Conditions

[UQ Research Scholarship General Conditions PDF Document](http://www.uq.edu.au/grad-school/content/current-students/infrastructure-guidelines.pdf) (SUBJECT TO CHANGE)

### Funds and costs associated with research projects

The enrolling academic unit is responsible for meeting all direct research costs (see [http://www.uq.edu.au/grad-school/content/current-students/infrastructure-guidelines.pdf](http://www.uq.edu.au/grad-school/content/current-students/infrastructure-guidelines.pdf)) that are necessary to enable a candidate to undertake the agreed research higher degree project.

All research projects, regardless of their area of focus, inevitably involve some costs, although the extent of these costs varies from area to area and project to project. Research projects in the socio-cultural and pedagogy areas, for example, often involve significant telephone, postage, photocopying and transcription costs while projects in biomechanics and exercise physiology frequently involve significant costs with the purchase of such items as video tape, computer disks, recording electrodes and various gases and chemical reagents. As the decision on whether any given research project is feasible will depend, *inter alia*, on consideration of the costs associated with the planned work, postgraduate students are required to provide a detailed budget as part of the written proposals accompanying submissions related to the confirmation process. Decisions on whether or not funds can be found to meet the costs associated with planned research (and hence decisions on whether or not postgraduate research projects can proceed as planned) are then made by the student’s confirmation committee.

The process for allocating funds to support postgraduate research projects operates in the following manner:

1. All pre-confirmation PhD and MPhil students can access a proportion (one third) of the maximal allowable allocation of School funds to meet the costs of undertaking pilot work, literature searching etc. as is needed to prepare their research proposal for presentation and evaluation through the confirmation process. The amounts of $1000 for PhD and $667 for MPhil students are the maximum amount of School funding that the student can access prior to confirmation, although it is expected that many students will need and spend less than this amount in reaching the point of confirmation. This is a one-off allocation not an annual allocation. While access to the funds is possible at any time after a student enrolls, detailed discussion between student and advisor of the anticipated costs of the research involved in the thesis (including pilot study costs) is expected as an integral part of good research planning and supervision practice. (These amounts, of course, can be supplemented by research grants or other funds held by the student or their advisor).
2. Following the formal approval of the student’s proposed thesis research through the confirmation process [*see p. 37*], a further allocation of School funds is made available to support the thesis research itself. Funds will be made available only where indicated as necessary in a budget approved by the confirmation panel, up to a maximal amount such that the total cost to the School for the entire candidature is $3000 for PhD students and $2000 for MPhil students. Any funds expended prior to confirmation will be subtracted from this amount. Any remaining funds from the pre-confirmation allowance may also be carried forward to support the costs of the thesis research. All students are required to submit detailed budgets to accompany the formal presentation of their research proposals at confirmation. These estimates must note, but exclude from the request made for School support, any external funds available to support the research. The estimates must include: (a) detailed dollar costings for all consumables (including photocopying), minor items of equipment, constructables, telephone, postage, specialist external services etc. associated with the work and (b) in consultation with the technical staff, detailed estimates of any time requirements to be imposed on the technical support staff (e.g., for equipment construction, software development, biochemical assays etc). The budget should include a schedule of annual costs, showing the requested funds and time requirements on the technical support group for each of the calendar years needed to complete the project. Postgraduate students are required to work closely with their advisor(s) in the construction of these estimates.

Project funds approved at confirmation may only be used for the purposes approved at confirmation. Approval of the postgraduate coordinator is required for these funds to be expended in any other way. Approval will not be granted for funds to be used for conference travel.

These budgets will be scrutinised by the confirmation committee that examines the student’s thesis proposal. This ad hoc committee then makes recommendations to the School Research Committee which, in turn, advises the student and advisor of the final amount of School funds that have been made available. At this point a new allocation of funds is made available to the student for the project. Students should note that:

In exceptional circumstances, the Director (Research) and the Postgraduate Coordinator may approve funding of up to a further $2000. The justification for this additional funding would normally be expected to include demonstrated attempts to secure external funding for the project.

Students should always check with their advisors and/or Postgraduate Coordinator for details required in their proposed budget.

3. Research costs for Honours students, GDipSc students undertaking a course of study equivalent to Honours, and for coursework masters students undertaking a major thesis, are handled in a manner equivalent to that for PhD and MPhil except that:

   (i) the pre-confirmation maximum allocation is $150 for Honours students and for GDipSc students undertaking a thesis and $100 for students in all other coursework degrees.

   (This allocation is to cover expenses associated with research work (not course work) undertaken in directed studies leading up to the thesis proper.)

   (ii) a post-confirmation allocation will be based on appraisal of the budget supplied by the student to their committee and then the recommendation of the student’s committee chair to the Research Committee. A maximum of $200 will be available. This applies only to Honours and GDipSc students who are undertaking a thesis.

4. All expenditure against a given postgraduate student’s allocation requires the authorisation of the student’s advisor. No expenditure will be permitted without advisor authorisation.
5. Postgraduate students should be aware that expenditure above the allocated amount must be paid from other sources (from the student’s personal funds if the advisor is unable to provide grant monies to meet the costs).

6. School funds will not be provided to students to cover costs associated with the copying, binding or final production of theses or the reports of research projects nor for deposits on keys or security access cards.

7. No new expenditure will be permitted after date of submission – reimbursement of expenditure related to prior to submission is permitted.

In addition, candidates can obtain financial assistance to meet supplementary research costs that are not necessary to undertake the project but that enhance the outcomes of the research or the development of the candidate's research skills. Sources of supplementary research cost financial support are listed below.

**Annual Post Graduate Stradbroke Island Conference Funding**

Students will be able to build in a one-time cost of $50 to put toward the conference if present.ing.

This will normally be done as an item in their confirmation budget. For those students who have not yet undergone their confirmation milestone, they will be able to utilise their pre-confirmation allocation for this purpose.

This policy to allow for the use of School's RHD research support funds for the conference is not retrospective (February 2013). That is, for those students who have already had a research support budget approved at their confirmation (i.e., post confirmation students, who did not build in this cost), will not be able to use those funds for this conference. For queries, email accounts@hms.uq.edu.au.

**Graduate School International Travel Award (GSITA)**


Graduate School International Travel Awards are awarded to support overseas travel for at least one distinct study-related purpose that is relevant and academically justifiable but not essential to the completion of your thesis. Acceptable travel purposes include accessing research material or facilities that are unavailable in Australia (e.g. libraries, archives, laboratories) and working in a research environment with resources not currently available to the candidate. This award does not support travel to attend overseas conferences, complete courses and visiting an advisory team. GSITA applicants must be confirmed candidates, have no overdue milestones at the time of application, and must travel before the thesis review milestone.

**HMS Travel Research Scholarships**

- Dr Alf Howard International Travel Scholarship
- "Conf 82" SHMS Research Student Travel Award
Other forms of financial assistance

Postgraduate students in Human Movement Studies may support their studies through a number of means. The most common of these are scholarships, part-time teaching and tutoring, part-time research assistantships, and either part-time or (in the case of part-time students) full-time employment outside of the University.

Part-Time (casual) teaching and tutoring

The School has a considerable amount of casual lecturing, tutoring, demonstration and marking work available for postgraduate students in its undergraduate subjects. As this work is on a needs basis the number of hours of work available in any year in any given subject area will vary considerably. Academic staff are required to provide part-time teaching support requests for the year to the School Strategic Planning Committee at the start of each year and casual staff are notified as soon as possible thereafter of the amount and type of work available. Full-time postgraduate students are given priority in the assignment of any available casual teaching and related work. Rates of pay vary according to the type of work to be performed and are reviewed by the University from time-to-time (see relevant website — http://www.uq.edu.au/current-staff/index.html?page=11893&pid=11206). Postgraduate students seeking casual teaching and tutoring work should first consult with their advisor(s) and then, if necessary, with the Head of School.

Each year prior to the commencement of semester 1, a professional-development workshop for casual staff is held, covering a range of issues associated with teaching and learning within the School. Attendance at this professional development day is normally compulsory for those wishing to participate in casual teaching. HMS RHD students will be notified in advance when this professional development day will occur via email to pgrad@hms.uq.edu.au. If you are not on this email list or are unsure if you are on this email list, please contact HMS IT Support (itsupport@hms.uq.edu.au) to have your email address added.

Part-time research assistantships

A number of the academic staff of the School have part-time research assistantship work (funded from external research grants) available to postgraduate students. Rates of pay vary according to the complexity of the work undertaken. These rates are also subject to periodic review. Postgraduate students seeking this type of work should first consult with their advisor(s).

Casual employment outside of the University

Some casual employment may be able to be found in the Brisbane metropolitan area by postgraduate students although this can by no means be guaranteed. Noticeboards within the Human Movement Studies Building list available employment opportunities when they become available for human movement studies graduates. Noticeboards in the Student Union may also be a useful source of some part-time employment opportunities, especially for those positions that relate to private tutoring.

Scholarship recreation leave

Candidates are entitled to 20 days paid recreation leave each year of the scholarship. Recreation leave may be accrued, but must be taken during the period of your scholarship. The agreement of your advisor and Head of School/Postgraduate Coordinator must be obtained before recreation leave is taken. Scholarship holders who
leave their studies for one week or more must complete the RHD NOTIFICATION OF ABSENCE from The University for HMS Research Higher Degree Students in Appendix D (see p. 88).

Reimbursement of official travel costs or research expenses

Please see the Finance Office staff for assistance when planning activities associated with your study associated with Student Support Funding.

- Kirsty Harris (Room 237, HMS Blg) – accounts@hms.uq.edu.au, phone 67481 (available Mon/Tue/Wed/Thu 10.00am to 2:15pm) Fund/budget allocations and account balances.
- Deb Hendle (Room 237, HMS Blg) – accounts@hms.uq.edu.au, phone 56655 (available Wed/Thu/Fri 10am to 4:30pm)
- Diana Dragisic (Room 237, HMS Blg) – accounts@hms.uq.edu.au, phone 56849 (available Mon/Wed 10:00am–4:30pm)

An allocation of funds can be spent through a number of options after an allocation of funds has been approved:

- Advances — may be requested for cash payments to research subjects only. Specific documentation is required for these advances. See Deb/Diana.
- Purchase of goods or services — in most instances it is preferable to use the University procurement/ordering system to acquire goods or services. Dependent on the type of expenditure a University Purchasing card may available for use. See Deb/Diana.
- Reimbursement of goods or services not able to be procured through University ordering system — you must be able to provide original receipts for monies expended. The postgraduate student will also be required to complete, based on the nature of the expenditure, the appropriate forms to support the reimbursement. See Diana.

Thesis Preparation

Your thesis must:

- provide a contribution to knowledge with a level of originality consistent with 3-4 years full-time study for a PhD and 1-2 years full-time study for an MPhil;
- reveal your capacity to relate the research topic to the broader framework of knowledge in the disciplinary area in which your research falls;
- be clearly, accurately and cogently written, and suitably documented;
- make clear (in the Statements at the beginning of the thesis and in the body of the thesis) which work has actually been performed by you and in which cases the results obtained by another person have been analysed and used in the thesis; and
- not exceed 80,000 words (approx. 400 pages) for a PhD or 40,000 words (approx. 200 pages) for an MPhil.


- Preparing the thesis
- Other thesis formats
- Including publications in a thesis
• Submitting a thesis entirely comprised of publications
• Submitting a thesis partly comprised of publications
• Plagiarism
• Professional Editing of RHD theses
• Submitting without Principal Advisor's approval

Nomination of Thesis Examiners

At thesis review or approximately three months prior to the anticipated date of thesis submission, the candidate and advisory team should discuss potential examiners, appoint a chair of examiners and a convenor (oral examinations only).

The advisory team are asked to nominate a minimum of three thesis examiners, all of whom need to be external to UQ, and provide their details on the Nomination of Thesis Examiners form (for staff only) in order of preference. A justification on the relevance and expertise of each examiner is required.

Once the form has been received by the Graduate School a preliminary conflict of interest (COI) check is conducted and if no COI is apparent the nominee will be formally invited by the Graduate School to examine the thesis and asked to return the Examiner Details form. Note: The School/Institute may informally approach potential examiners in the first instance, however, the formal invitation will be sent by the Graduate School.

If the nominee is not able to assist with the examination or does not respond to the formal invitation, the Graduate School will move to the next nominee on the form.

Postgraduate Coordinator's Role in Theses Assessments

As the designated delegate of the head of school/director of institute, the postgraduate coordinator exercises several important responsibilities on behalf of the school/institute.

Chair of Assessors

The postgraduate coordinator should appoint a chair of assessors with appropriate academic expertise in the relevant area of research. If a chair of assessors is not appointed, the postgraduate coordinator retains these duties, and acts as the chair of assessors when required. The postgraduate coordinator must appoint a chair of assessors if they have a potential conflict of interest, such as being a past or current member of the advisory team.

Oral assessments

Candidates may request an oral thesis assessment. It is the postgraduate coordinator's responsibility to determine if the school/institute is prepared to arrange the oral assessment and bear the associated costs, and to advise the candidate whether or not the oral thesis assessment can proceed.


Consideration of assessors' reports
After all assessors' reports have been received by the Graduate School, the Dean of the UQ Graduate School reviews the reports and reaches a decision on the outcome of the thesis assessment. In those cases where the assessors' reports vary significantly in their recommendations or both contain adverse recommendations, the Dean may ask the chair of assessors to review the reports and provide academic comment and advice about the Dean’s preliminary view on the outcome of the thesis assessment. In those cases where the postgraduate coordinator has not appointed a chair of assessors, the postgraduate coordinator carries out these activities.

**Corrections to the thesis**

The postgraduate coordinator monitors the process of completing corrections and/or revisions, which is carried out by the advisory team and reviewed by the chair of assessors. This is particularly important in those cases where the thesis must be revised and resubmitted to the assessors.

**The Role of Thesis examiners**

An examination panel should collectively possess the following characteristics:

- have research and/or professional expertise appropriate to the candidate’s research topic;
- have been active in research and/or scholarship within the preceding five years;
- hold or have recently held an academic appointment and be familiar with the standards of the degree;
- not be unduly narrow in geographical or institutional terms, with usually no more than one examiner being appointed from a university, research organisation, or geographical region; and
- cover the full disciplinary range of the thesis.

Individual examiners must either:

- hold a degree of a level equivalent to or greater than the one the thesis is being examined, or
- have an outstanding record of demonstrated research ability and performance plus previous experience as an examiner of theses at a level equivalent to or greater than the one the thesis is being examined for.

The candidate is advised of the composition of the examination panel before the thesis is sent to the examiners for review, and asked to declare if there is any potential conflict of interest or other reason why the appointment of an examiner may be inappropriate.

The examiners and the candidate are required not to make direct contact until the UQ Graduate School has made a decision on the outcome of the thesis examination, based on the examiners' reports. Once that decision has been made, the examiners and the candidate are permitted to make direct contact and discuss any corrections required to the thesis. Examiners are not required to do so, and can choose not to reply to communications from the candidate if they wish.

**References and Citations**

Any source from which information is derived must be clearly, concisely and accurately cited in any scholarly work. There are no University-wide rules for the form of citation of references, although many schools and some professions prescribe a style appropriate to that field of research. A candidate must cite in the bibliography all sources from which information is derived and all works quoted or referred to in the text or notes to the text.
The use of bibliographic management software such as Endnote is strongly encouraged, as it allows you to format your bibliography in multiple citation styles. The style adopted must be followed consistently and should be established early in the preparation of a thesis to avoid time-consuming editorial work at final manuscript stage. Details on citation styles are available from the University Library and listed in a range of Use Its. If the school has not prescribed a style, seek advice from the advisory team.

The minimum bibliographic citation for books must include author(s), title, edition (if other than first), place of publication, publisher, date of publication and page span. The citation for periodical articles must provide at least author(s), title of article, name of periodical, volume number, part number (if volume is not paginated continuously), date of publication and page span. In some fields of research more detailed citation may be required, and candidates should consult their advisors on this matter.

The full name of the periodical should be used. Citation of electronic or digital sources must include date accessed, or in the case of TV or radio material, date broadcast.

<table>
<thead>
<tr>
<th>Proof-reading and Editing Research Theses</th>
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<tr>
<td>Before producing and submitting copies of a thesis for assessment, the candidate must ensure that:</td>
</tr>
<tr>
<td>• All typing and other errors of fact and presentation have been corrected;</td>
</tr>
<tr>
<td>• The spelling, grammar, punctuation and choice of language are of doctoral or research masters standard (as appropriate);</td>
</tr>
<tr>
<td>• The bibliography is complete, accurate, and appropriately referenced; and</td>
</tr>
<tr>
<td>• References, citations, and bibliography conform to a scholarly style (referencing system) widely accepted in the field of research.</td>
</tr>
<tr>
<td>• To assist candidates with the editing of their thesis, the Institute of Professional Editors has provided valuable information for candidates, student advisors and for thesis editors.</td>
</tr>
<tr>
<td>• The UQ Office of Marketing and Communications provides a Style Guide designed to promote consistency in published output from The University of Queensland.</td>
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</tbody>
</table>

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<tr>
<th>Thesis Writing Reference List</th>
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<table>
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<tr>
<th>Guidebooks to Thesis Writing</th>
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Candidature forms must NOT be forwarded directly to the Graduate School — send initially to Sally Goodwin either by email pgrad.enquiries@hms.uq.edu.au or hard copy.


**Finding UQ Theses:**

To find completed UQ PhDs and selected masters theses, visit the [UQ Library catalogue](#). Theses are usually coded with a "THE" as the first part of the call number.

The Library also offers UQ research masters and PhD students the chance to put their theses online after being awarded as part of the [Australasian digital thesis program](#). This project ensures that theses are more widely and cost-effectively available.

**Thesis Production Costs**

The Graduate School meets the production costs of mandatory thesis assessment copies, up to a total of 400 pages (200 pages for MPhil) with up to 25 colour pages (12 colour pages for MPhil). Any excess to this allowance must be met by the enrolling school. (amended policy commencing 1/7/10).

**Thesis Submission**

Submitting your thesis is a rewarding time and is a fairly simple process that involves uploading your final thesis and extra documents electronically to the UQ eSpace. Details on how to upload your thesis to UQ eSpace are detailed below.

Your thesis is considered submitted when your thesis, abstract and a fully endorsed [Thesis Submission form](#) have been uploaded. After the Graduate School confirms the thesis meets the University's requirements and includes the preliminary pages; the submission (or resubmission) of the thesis is officially recorded.

Once the thesis is submitted, your enrolment status is changed to a non-fee paying course. You will continue to have access to Library, email, and mySI-net therefore you are still required to maintain your student record on mySI-net. It is also important to regularly access your student email account to ensure you are receiving all official University communications.

**International candidates**

If the date of submission is on or before the Census Date (see table below) you do not pay tuition fees for that research quarter therefore, you are encouraged to strive to complete your thesis so that it is ready for submission prior to the Census Date.
If the thesis is submitted after the census date or not considered by the Graduate School as submitted until after the census date, the student will remain fee liable (see note below).

It is extremely important to note that the thesis is not considered submitted until the thesis, the abstract and the Thesis Submission form (fully endorsed) have all been uploaded to the UQ eSpace and that the thesis meets UQ requirements. We recommend that international students submit their thesis at least 7 days prior to the census date to ensure any submission problems can be rectified prior to the census date to avoid incurring fees. Therefore the LATEST dates per quarter to submit your thesis are as follows:

<table>
<thead>
<tr>
<th>Research Quarter</th>
<th>Latest submission date</th>
<th>Census date / final date to cancel without financial penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>RQ1</td>
<td>24 Jan</td>
<td>1 Feb</td>
</tr>
<tr>
<td>RQ2</td>
<td>24 Apr</td>
<td>1 May</td>
</tr>
<tr>
<td>RQ3</td>
<td>24 Jul</td>
<td>1 Aug</td>
</tr>
<tr>
<td>RQ4</td>
<td>24 Oct</td>
<td>1 Nov</td>
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UQ eSpace

All UQ RHD theses are to be submitted via UQ eSpace.

When uploading your thesis, please refer to the points below to avoid delays.

- Please provide all the requested information in the UQ eSpace.
- Do not upload a secured copy of your thesis, as your document cannot be printed by either the printer or your examiner.
- Please list all colour page numbers, A3 and landscape pages, indicating the page number of the PDF document, not the page number of your thesis.
- Please provide any supplementary audio files in MP3 format.
- Please provide any supplementary video files in WMV format.
- There is a file upload limit of 70MB to the UQ eSpace. If your thesis is larger than this the UQ Library has tips on reducing file sizes. Alternatively, please contact the Thesis Examinations Team on thesis@gradschool.uq.edu.au or phone +61 7 3346 0531.

When you are ready to upload your thesis to UQ eSpace, follow the steps below.

- Arrange completion of the Thesis Submission form. Only for students who are submitting for the first time or resubmitting their thesis after receiving a 'revise and resubmit'. Once this form has been completed and fully endorsed you are required to upload this document to the UQ eSpace concurrently with your thesis and abstract.
- Convert your thesis to one PDF file. Please save your PDF using the following naming structure: <student number>_<degree type>_<stage of examination>.pdf
- Examples:
  s1234567_PhD_Submission.pdf
  s1234567_MPhil_Correctedthesis.pdf
  s1234567_PhD_finalthesis.pdf
- Create a separate PDF of the thesis abstract using the naming structure in step 2.
- Go to http://www.uq.edu.au/grad-school/thesis-submission. All RHD theses must be uploaded through this web page to ensure that your thesis is lodged in the correct collection within the UQ Library.
Candidature forms must NOT be forwarded directly to the Graduate School — send initially to Sally Goodwin either by email pgrad.enquiries@hms.uq.edu.au or hard copy.

• Log in using your **student** username and password and enter the requested information.
• Enter description for your file i.e. whether it is a submission or resubmission.
• Attach the thesis, abstract and Thesis Submission form.
• **For resubmission only** – attach all of the documents mentioned in step 7 plus a list of the changes that you have made to your resubmitted thesis.
• Upload.

When the upload is successful you will receive an automated email from the eSpace. The Graduate School also receives a copy of this email. If you are have difficulties uploading your file or logging into the UQ eSpace, please contact the Thesis Examinations team on thesis@gradschool.uq.edu.au or phone +61 7 33460531.

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**Thesis Examination**

The proper examination of a research higher degree thesis is a key element of the University of Queensland's commitment to quality outcomes for its graduates. The external assessment of theses through formal written reports, which are both evaluative and formative, provided by each assessor via the University to the candidate, is a distinctive feature of the assessment of higher degrees in Australian universities.

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**Thesis Examinations Overview**

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*Candidature: Thesis Review*  
*Candidate: 1 month prior to submission*  
*Thesis Examination 2 – 6 months (PhD)*  
*Preparing to Graduate*
Thesis examination outcomes

Examiners are given six (6) weeks to complete their examination of a PhD thesis and four (4) weeks for an MPhil. Each examiner provides a detailed written report that is intended to provide you with feedback for improvements or revision of the thesis. On the basis of these reports, a recommendation is made for the outcome of the thesis as specified in General Award Rule 4.14.2.

Possible outcomes for a PhD or an MPhil include:

No changes

Minor changes—These changes are usually just typographical, formatting and layout changes. Changes are checked by the Chair of Examiners. Two (2) months are given for these changes to be made.

Major changes—Changes are checked by the Chair of Examiners. Four (4) months are given for these changes to be made.

Major changes to the Examiner’s satisfaction—Changes are checked by the relevant Examiner. Where only one Examiner has requested reviewing the changes, the Chair of Examiners will be asked whether the changes requested by the other Examiner have been made. Four (4) months are given for these changes to be made.

Revise and Resubmit—The candidate not yet be awarded the degree, but be allowed to resubmit a revised thesis after a further period of research, substantial reorganisation or reconceptualisation. The thesis will be re-examined, where possible, by the original Examiners. Six (6) to twelve (12) months are given for these changes to be made. If a candidate has an outcome of revise and resubmit, when the thesis is re-examined the possible outcomes for the thesis differ slightly and include outcomes 1 to 4 as above as well as:

• MPhil (for a PhD re-examination only)—The thesis is not of an appropriate standard for a PhD but fulfils the criteria for an MPhil.
• Fail—The thesis is not of the appropriate standard for the award of any research higher degree.

For some thesis examinations it becomes necessary (on academic grounds) to appoint an adjudicator; a decision that is made after consulting with the enrolling School/Institute. The School/Institute nominates an appropriate person, who is subject to the same conflict of interest guidelines as the examiners. The adjudicator is provided with the following material:

• Both Examiners reports with their identities removed (including from within the text)
• The original thesis (or revised thesis if appropriate, depending on the stage of examination)
• If adjudication is occurring after a thesis resubmission, then the candidate’s original response to the examiners is also included.

The adjudicator provides their feedback, in the form of a report, on the thesis and the Examiners’ reports. This report is used to provide an outcome on the thesis. An adjudicator is given six (6) weeks to provide an assessment or offered double the honorarium if they can provide a report within three (3) weeks.

The General Award Rules section 4.14 and 4.15 describe the University rules for the thesis examination process.
• the aim of the COI guidelines is to protect the candidate, examiner and UQ against potential negative perceptions during the thesis examination process. It is not a presumption that an individual will behave inappropriately.

If a potential conflict of interest is not declared by the School, the candidate or the examiner but discovered during or after the examination, the Graduate School may annul one or both examiners reports and a replacement examiner/s will be appointed.

For more information please contact the UQ Graduate School Thesis Examinations team at thesis@gradschool.uq.edu.au

**Thesis to be examined confidentially**

It is generally understood that theses are dealt with in a confidential manner by examiners in all cases. That is, it is not permissible for an examiner to make any use of the material in a thesis without due acknowledgement; to make copies or to show the thesis to others; or to make use of Intellectual Property contained in it.

There are cases, however, in which a greater level of legal protection is required either by the candidate or by a third party such as a funding agency or commercial partner because the thesis contains material that may be commercial-in-confidence, may give rise to a patent, or may be legally or culturally sensitive. A request for a confidential examination is indicated by completing the Nomination of Thesis Examiners form.

This form must be signed by the candidate, the Principal Advisor, and the Postgraduate Coordinator to ensure that everyone is aware of the request and of the consequences.

Once approved by the UQ Graduate School, each examiner is sent a Confidentiality Agreement and the thesis will not be sent until the original signed copies of the agreement are received in the Graduate School and executed by the University. It is important to note that examiners are advised to seek independent legal advice prior to signing the Confidentiality Agreement, which may delay the examination beyond the standard examination period.

Where a confidentiality agreement is applied, examiners agree not to disclose any of the content of the thesis and to return or delete all copies of all materials relating to the thesis. Examiners will not keep their copy of the thesis.

The approval of a request for a Confidential Examination does not confer any automatic or legal right to restriction of public access to the thesis after the examination is complete.

It is important that candidates and advisors carefully consider any restrictions that may be placed on the dissemination of research and the use of research material (such as data and interviews). The ability of research higher degree candidates to communicate the results of their findings must be of paramount importance. The right of the candidate to include all relevant research material in the thesis to be examined should always be unfettered. If during candidature, it becomes apparent that there may be a need for a confidential examination of the thesis, candidates and advisors are strongly advised to contact Research Legal Services in Research and Innovation (R&I) to discuss the issues as early as possible.

**Thesis corrections**

If you are required to **make changes to your thesis** after its initial review, upload a copy of your corrected thesis to the UQ eSpace along with a list of the changes made. The Graduate School will forward these documents to your School/Institute for review by the Chair of Examiners, the Principal Advisor and the
Postgraduate Coordinator. These documents are also sent to any examiner who recommended major changes and indicated that they wished to review the corrected thesis. When the thesis has been reviewed and the revisions assessed as satisfactory, your School will forward a completed Recommendation to Confer Degree form to the Graduate School.

If you are required to **revise and resubmit your thesis**, repeat the thesis submission process. Once resubmitted, the thesis is sent out for re-examination, usually to the original examiners who made the initial recommendation of ‘revise and resubmit’, along with a copy of all reports from the initial examination and the list of changes made to the thesis. If the original examiners are not available then two new examiners will be appointed.

On occasion, you may be required to submit a [Timetable for completing thesis corrections](#) to outline your plans for correcting and/or re-submitting your thesis.

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**Final thesis and meeting degree requirements**

Once you have completed all required revisions and these have been approved by the Graduate School, you are required to upload your final thesis to the UQ eSpace. Once your thesis has met University requirements you are required to confirm your field of study and thesis title are correct and you are also required to enter a 100 word abstract into mySI-net. Once completed, you have met degree requirements and your degree will be conferred. The UQ Library will then make your thesis available in the UQ eSpace and to the National Library of Australia (Trove). Your thesis abstract is available to the world-wide community; however the full text of the thesis is available only to The University of Queensland domain.

The Graduate School will send official confirmation that you have met the requirements of the degree by email.

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**Thesis production**

After meeting degree requirements, the Graduate School will provide you with a complimentary permanent bound hard copy of your thesis, in your choice of cloth colour, up to a total of 400 pages (200 pages for MPhil) with up to 25 A4 colour pages (12 A4 colour pages for MPhil). You may be required to pay for any additional pages (plain, colour and/or A3). If payment for additional pages is required, the Graduate School will issue you with an invoice. The invoice can be paid at the University Cashier and proof of payment must be forwarded to the Graduate School before the final thesis will be ordered.

The current rates for excess printing per page (excluding GST) are:

- A4 B&W: $0.04
- A4 Colour: $0.30
- A3 B&W: $0.07
- A3 Colour: $0.70

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**Thesis embargo**

A research higher degree thesis makes an important contribution to knowledge and therefore, wherever possible, the outcomes of those contributions should be disseminated. Customarily, a digital copy of each UQ thesis is lodged in the UQ eSpace where it is made available to members of the University community. There may however be exceptional circumstances of an academic, cultural, ethical, legal or commercial nature that justify a request for delayed or restricted access by the public to the thesis. The process of embargoing a thesis is better understood as delaying access to the thesis but not prohibiting it.
Delayed access to thesis

The UQ Graduate School can grant permission to delay access to your thesis for a period of up to 18 months which may be renewable for a second 18 month period. Academic, legal or commercial reasons are appropriate grounds for delayed access. It may also be possible to separate the material that requires delayed access into specific parts of the thesis, such as an appendix or a particular chapter.

To request delayed access to your thesis, you must complete the relevant section of the Request for Delayed Access to Thesis form. The Principal Advisor and Postgraduate Coordinator must support this request. The 18 month delay automatically expires unless you complete a new and updated form before the end of that period.

Restricted access to thesis

Restricted access to all or part of a thesis may be granted on the basis of cultural, ethical or legal reasons. Supporting documents must be submitted to support a restricted access application as applications are considered by The UQ Research Higher Degrees Committee.

To request restricted access to a thesis, you must complete the relevant section of Request for Restricted Access to Thesis form. The Principal Advisor and Postgraduate Coordinator must support this request.

Award of Degree

Candidates are required to provide an electronic version of the thesis in PDF format via eSpace to the UQ Library. The degree is awarded when the final electronic file has been received by the UQ Library and has been approved by UQ. The UQ Library uploads the electronic file to eSpace and the Australasian digital thesis program.

The Graduate School sends official confirmation of the award of your degree by email. This email contains instructions about contacting UQ Graduations to organise your official UQ academic testamur and academic transcript.

The Graduate School provides the candidate with a complimentary permanently bound hard copy. Maximum page limits do apply, but we will still send you the thesis if you pay for any excess pages. The Graduate School does not have administrative capacity to order additional copies of your thesis, if required additional printed copies of thesis can be ordered, at your own cost, at any printers.

If you are a PhD candidate you are able to use "Dr" once your degree has been conferred by UQ. The conferral process generally occurs within 10 days of receiving notification from the Graduate School that you have met degree requirements.
General information for HMS postgraduate students based at St Lucia Campus

Technical support associated with research projects

Research projects undertaken by postgraduate students may require the assistance of one or more of the School’s technical staff. The technical support staff are responsible, among other things, for designing, developing and maintaining specialised equipment and devices; providing computing support; undertaking sophisticated biochemical and histochemical analyses of collected fluids and tissues; providing audio-visual support; controlling laboratory space and equipment allocation. While the time and expertise of the technical staff is provided at no cost to postgraduate students, all other costs associated with work undertaken by the technical staff (such as costs associated with the purchase of electronic components, reagents or computer disks) must be met from funds allocated to the student’s research work.

Postgraduate students should note that:

(i) All technical support work requests should be emailed to the appropriate Technical Support person with a copy to the Technical Manager. Requests should provide comprehensive details of the work required. In response, the Technical Support Group will provide as accurate an estimate as is possible of the feasibility of the proposed work, the time-frame for the work’s completion, and costs associated with the task. (The technical support staff have been instructed not to undertake tasks which have not been first discussed with them in detail by an academic staff member).

(ii) In making requests for technical work, the student is required to indicate to the technical support staff, the account to which all expenses are to be charged. (The technical staff have been instructed not to proceed with any work for which full costing and accounting details have not been first provided). Academic staff are reminded that charges to be made against the School’s maintenance account require the approval of the School Manager acting for the Head of School. These procedures are the same as those in place for all other work requests made of the Technical Support Group. Postgraduate students are asked to note carefully that technical support will not be provided for tasks that can reasonably be expected to be undertaken by the student as part of their research work. Data collection and analysis, for example, are integral parts of the research experience and will be expected to be undertaken by the student him/herself. The student’s advisor(s), the School Postgraduate Studies Coordinator and, if necessary, the Head of School in conjunction with the Technical Manager will adjudicate on any cases where there is concern over whether or not the provision of technical support to a postgraduate student is warranted.

Use of mail facilities

Postgraduate students may have mail sent to them via the School address. Such mail is distributed to the pigeonholes located in the General Office area, level 5 of the Human Movement Studies Building, soon after the two mail deliveries each working day (at approximately 9:45 am and at 2:15 pm). There are postgraduate pigeonholes for each discipline for mail directed to postgraduate students.

Postgraduate students are permitted to use the University internal mail to send material to other sections of the University but are not permitted to use the service for sending letters and packages outside the University unless the material relates specifically to their research work, is sanctioned by their advisor and is charged against an appropriate research account. Personal mail should be posted through the various
Candidature forms must **NOT** be forwarded directly to the Graduate School — send initially to Sally Goodwin either by email pgrad.enquiries@hms.uq.edu.au or hard copy Australia Post mail boxes located on campus. **Under no circumstances are unfranked University envelopes to be used to post letters from anywhere other than the School mailbag. (Posting unfranked University letters carries a $500 fine!).**

Electronic mail facilities are available at no cost to all postgraduate students who have an account on the School’s computer network, and students are strongly encouraged to use this facility rather than the postal system, wherever possible.

### Use of telephones and facsimile machines

Postgraduate students are permitted to use telephones located within the School to make internal University calls and local calls related specifically to their work as a postgraduate student. The Business Office will either issue the student with a pin number or will reimburse the student for a purchased phone card through the student’s allocated funding on presentation of the tax invoice receipt. Students who have need to make a large number of phone calls as part of their research work (e.g., phone interviews, phone-based administration of a questionnaire etc.) should include these costs in their research proposals. For further information please contact accounts@hms.uq.edu.au. Students who wish to make personal local calls, mobile, STD or ISD calls are expected to purchase a pre-paid phone card. Pay phones are located nearby at the Tennis Centre, UQSport, Student Refectory and Social Sciences and Humanities Library. As is the case with postage, the School pays the cost for all phone calls made from School phones. Unnecessary postage and telephone expenses inevitably mean the School has less money to support worthy causes such as the research projects of postgraduate students!

Postgraduate students are not permitted access to the School’s facsimile machine. Students who need to have fax messages sent require the signature of their advisor and the number of the account to be charged must be placed on the facsimile cover sheet (available from the Receptionist). The completed cover sheet plus attached pages should then be given to Receptionist who will organise for the document to be transmitted and the originals returned. **Under no circumstances will postgraduate students be permitted direct operating access to the School’s facsimile machine.**

### Use of office supplies, stationery and services

Postgraduate students who are undertaking tutorial and/or part-time work for the School are permitted access to School stationery supplies for that work specifically related to their duties as a tutor or part-time staff member. The issue of such stationery is controlled by the School Receptionist. For all other purposes, postgraduate students are responsible for the purchase of their own stationery supplies. A supply of recycled writing paper is available at no cost from the general office. Clerical support for typing, photocopying etc. is not available to postgraduate students.

### Use of school photocopiers

Photocopy usage for postgraduate students is located on the 4th level.

### RHD business card policy

Students are not permitted to use postgraduate funds to purchase business cards, either through the University or external provider. Students requiring business cards when representing the University in an official capacity directly related to their research may use the generic “researcher” business card available from the HMS Accounts Office. The use of a limited number of these may be authorized on a case-by-case basis by the postgraduate coordinator or delegate.
Business cards purchased privately cannot allude to an affiliation with The University of Queensland. Use of the UQ logo and brand is governed by strict permission protocols. Any use of the UQ visual identity elements is subject to formal written approval by the Director, OMC, on behalf of the Vice-Chancellor.

### Office space

Office and desk space for graduate students is allocated at the start of each academic year once completed postgraduate numbers for the year are known. Students are informed of this allocation by a memorandum from the Head of School in early February. Priority is given to full-time students and within this cohort to PhD and MPhil students. Every attempt is made to house postgraduate students as close as possible to any specialist facilities they may need to access.

### Access to facilities

Contact the Technical Manager, Rob Bryant (robb@hms.uq.edu.au) for keys, door access via Student ID card, and security system PIN codes.

Keys, door access and alarm PIN codes for new postgraduate students are allocated after receipt of authority from the student's supervisor and in the case of keys, payment of a key deposit. Security deposits will be refunded upon return of keys to HMS. Keys to replace lost or damaged keys may attract an additional security deposit. Continuing students will have their ID card and security system access extended as required. Keys (and old swipe cards) should be returned to Rob Bryant who can arrange for refund of the security deposit.

Loss, damage or malfunction of ID access cards, keys or PIN codes should be reported as soon as possible to Rob Bryant.

### Access to School Laboratories:

After hours, laboratories are locked and secured with alarms. It is not permitted for students to use the laboratories outside of office hours (8.30am–4.30pm) unless permission is obtained from both the student's supervisor and the supervisor of the specific area in which they wish to operate.

### Room bookings

- The School's laboratories are for teaching and research and their use must be authorised by the School Manager, Head of School, or specific academic staff member. The laboratories are not open for general use and are not to be used as study areas.
- After use, all rooms and laboratory areas are to be left clean and tidy. The storage and/or consumption of food and drink in any of the laboratories is strictly forbidden.
- Bookings of rooms in the School are to be made through the School Receptionist or Dimity Glasby-Shaw (Administrative Officer) —bookings@hms.uq.edu.au

Priority usage is for School classes and other School-related activities. Use outside of class times must be co-ordinated through the School Manager.
Biochemistry Laboratory—Room 318

The Senior Scientific Officer, Gary Wilson, (gwilson@hms.uq.edu.au) is the immediate supervisor of any user in the biochemistry laboratory. Gary will provide training, assistance in the use of laboratory equipment and authorise laboratory access.

Ergometry Laboratories—Rooms 133, 133A, 305 & 306

The various procedures performed in the Ergometry Laboratories are highly specialised, and any potential users require extensive in-house training. Please see your supervisor to organise this training.

The laboratories must be booked for use via the School receptionist (bookings@hms.uq.edu.au). Equipment required for procedures conducted in these laboratories can be borrowed from the School Attendant in the Technical Support Group Office (Room 129). All items are required to be returned to the office immediately following completion of standard cleaning and disinfection procedures.

Given the nature of tests conducted in these laboratories, it is imperative for the safety of both the operators and subjects that rigid adherence to Workplace Health and Safety Guidelines be practiced at all times.

Connell Teaching Gymnasium—Room 233

The Connell Teaching Gymnasium can be booked through bookings@hms.uq.edu.au. General conditions of use include:

- non-ability to book the gymnasium for entire days;
- notification to HMS Room Bookings if user is no longer planning to use the period booked; and
- adherence to Workplace Health and Safety Guidelines.

Other HMS Laboratories and Rooms

The following laboratories and rooms can also be booked at bookings@hms.uq.edu.au:

- Meeting/Tutorial—Room 116
- Meeting/Tutorial—Room 134
- Biomechanics Research Laboratory—Room 215
- General Purpose Teaching—Room 128A
- Biomechanics Teaching Laboratory—Room 127
- Pedagogy Teaching Laboratory—Room 219
- Strength & Conditioning Laboratory—Room 224
- General Purpose Teaching—Room 244
- General Purpose Teaching—Room 245
- Musculoskeletal Research Laboratory—Room 304
- Exercise Science Teaching Gymnasium—Room 305
- Dynamometry Teaching & Research Laboratory—Room 307
- Exercise Science Teaching Laboratory—Room 329
- Muscle Performance Laboratory—Room 330
- Work Performance Laboratory—Room 331
- School Meeting Room—Room 538
Subject to availability, some of these rooms are available for seminars, conferences, meetings and group discussions. Some rooms such as room 304 are restricted with special conditions imposed due to the type of equipment present.

### Use of facilities and equipment

The School has adopted the following procedures for both staff and postgraduate students in order to allow the greatest possible use of facilities and equipment compatible with adequate security, safety, and maintenance.

Priority usage is for School class and other activities. Use outside of class times must be coordinated through the School Manager.

### Equipment

- Postgraduate students may reserve equipment by contacting the School Attendant (Room 129), via email schoolattendant@hms.uq.edu.au (preferred), phone or in person, at least 48 hours in advance of when the equipment is required, to allow coordination of equipment usage and set up. The School Attendant may check with the student’s academic advisor before accepting such requests. There is no guarantee that requests made with lesser lead time will be able to be met.
  - **NO** equipment will be lent for uses other than those directly related to School teaching, research or service activities.
  - Persons wishing to borrow equipment (including audio-visual equipment) for coursework projects should contact the School Attendant at least 48 hours in advance of when the equipment is required. Depending on the type of equipment, prior approval from the student’s academic advisor may also be required.
  - Usually equipment will be collected by the user(s) from the School Attendant. When there is a requirement to have the equipment set up by the Technical Support staff, this should be communicated to the School Attendant at least 48 hours in advance of when this is required.
  - All requests for equipment to be used off campus must be approved by the relevant academic advisor and by the Technical Manager (Room 132) (acting for the Head of School).
  - All equipment should be cleaned and properly packed as soon as possible after use. Equipment collected from the Attendant should be returned as soon as possible. The Attendant should also be advised when equipment, previously set up or located by the Technical Support staff, is no longer required. Equipment should be returned between 8.30 and 4.30 unless otherwise arranged at the time of borrowing.
  - The School Attendant is responsible for setting up equipment required for classes and other School activities. To ensure that this equipment is available when required, it should neither be moved from laboratories nor gymnasia without first consulting with the School Attendant. This also applies to furniture. No HMS furniture should be relocated without first contacting the School Attendant.
  - Any faulty or damaged equipment should be immediately brought to the attention of the Technical Support staff with an explanation of the problem. Under no circumstances should attempts be made by users to repair damaged or faulty equipment. Likewise, damaged or faulty equipment must **NOT** be returned without notification of the damage or fault.
Candidature forms must NOT be forwarded directly to the Graduate School — send initially to Sally Goodwin either by email pgrad.enquiries@hms.uq.edu.au or hard copy.

Equipment training

The Occupational Health and Safety Act requires all users of equipment to be trained in its safe and correct operation prior to any unsupervised use. Accordingly, students and their advisors should determine what equipment will be required for projects and a list of equipment for which training is required must be forwarded to the Technical Manager (robb@hms.uq.edu.au) or Senior Scientific Officer, (gwilson@hms.uq.edu.au). This action should be taken as soon as possible to enable any necessary equipment training to be completed prior to the commencement of major projects.

In order to equip students with practical knowledge and skills required to test subjects safely and to operate associated equipment correctly, students who are likely to collect VO₂ data during their studies must first be trained to use the necessary equipment. Accreditation will normally consist of instruction sessions and at least one VO₂max demonstration session. Once students have demonstrated sufficient competency, they will then be able to perform VO₂max tests without direct supervision. Training instruction and assessment is by arrangement with the Senior Scientific Officer (gwilson@hms.uq.edu.au).

First aid

- Students are strongly encouraged to have a current First Aid Certificate.

Immunisation

- All students should have current tetanus immunisation. If unsure, visit the University Health Service.
- Students who come in contact with human blood or blood products must have a course of Hepatitis B immunisation OR Twinrix (combined Hepatitis A & B immunisation) or show evidence of successful prior immunization and seroconversion.
- Students who are in contact with sheep, goats, cattle, feral animals should have Q Fever vaccination.
- Students who are in contact with bats should have rabies immunisation.

These services and further advice on immunisation are all available through the University Health Service (ph 56210, Gordon Greenwood Building #32) or visit their website: http://www.uq.edu.au/healthservice/appointments.html

Disposal of biohazard waste

- Because of the different disposal methods required, biohazard waste material must be kept separate from normal waste. Biological waste includes items such as gloves; tape; material contaminated with blood, saliva, and perspiration; band-aids; and EMG pads. Specially marked biohazard bins, biohazard bags, and “sharps” bins have been installed in the laboratories for this purpose. As the name suggests, “sharps” are for sharp items including lancets, needles, broken glass, etc.
- Specific waste must only be discarded into bins specifically set aside for their disposal. Drink cans, note paper, wrapping material, etc., are all only to be placed in the standard bin while “sharps” are only to be placed in “sharps” bins, and bio-hazard material such as blood-splattered items are only to be placed in bio-hazard bins and bags. As a precaution, if any particular waste looks like bio-hazard waste (strapping tape etc.), it should be treated as such and discarded in the bio-hazard bins and/or bags.
- All blood spills, saliva, and perspiration are to be regarded as potentially infectious for HIV and Hepatitis B. As a consequence, all such spills must be dealt with immediately they occur by the person responsible for collecting the particular sample. A bottle of Sodium Hypochlorite is included with each blood collection kit and is to be used on all blood and saliva spills. Tissues or paper towel can then be used to
mop up the spills. Please note that the tissues and/or paper towel MUST be discarded as biohazard waste and that gloves and safety glasses should be worn while mopping up.

**Smoking and the consumption of alcohol on University premises**

Smoking is not permitted in any University building or vehicle. In addition, no alcohol may be consumed on University premises without prior permission from the Secretary and Registrar. If you wish to have alcohol available at a function, obtain an application form from the Business Manager at least two weeks ahead of the date of the function; submit it for approval, and ensure that all conditions are met.

**Security**

The security arrangements for the building are in part linked to the arrangements with respect to the provision of computing resources. Having adequate security arrangements in place throughout the building is imperative given the large number of people with no connection to this School who move through the building, the large out-of-hours use of the building and the high cost of replacing any equipment items that may get stolen. This is especially true for computing equipment where there is an alarmingly high theft rate on campus, with School's left to face essentially the full replacement cost of any stolen items.

The security system within the School is based on the following general principles:

Access to the buildings (out of hours) and to each of its (east and west) corridors at levels 2–5 and entry into specific rooms is controlled by proximity ID card. Students should have a Permission Form if on the premises after hours. These forms are available from the School Attendant (R129) or Technical Manager (R132). All staff and postgraduate students of the School will have:

- unlimited building access (i.e., 24 hours a day, including weekends). The northern and southern doors will open automatically Monday–Friday from 7.00 am–8.00 pm. Outside these hours, the ID card must be used and entry is via the southern door only;
- unlimited access through the corridor security doors on level 5. This is to permit round-the-clock access to the common (tea) room (through the east wing) and the pigeonholes (from the west wing corridor). The corridor security doors on this level are open during normal working hours (8.00 am–5.00 pm Monday–Friday). ID cards are required for access outside of those hours. The common (tea) room will remain permanently unlocked;
- unlimited access through the corridor security door leading specifically to their office space, computer room or specialised research laboratory (e.g., biomechanics students will have unlimited access through the security doors into the west corridor at level 2; sport psychology students into the west corridor at level 3; exercise physiology students using the ergometry facilities into both the east and west corridors at level 3; motor control students into the west corridor at level 4; pedagogy, health and physical activity, and socio-cultural students into the west corridors at levels 2 and 3). If students have legitimate reason to need access to research facilities in areas other than the wing in which their office and computing is located than this can be arranged on recommendation from your academic advisor (see Access to facilities section above). The corridor security doors on levels 2–4 will remain closed both during and out of normal working hours. Entry will be via ID card at all times
- Access to offices, and dedicated research laboratories etc. will be by key only. In designing the security system the School has deliberately tried to minimise the number of keys that any one person needs to carry. This is because keys are:
  - cumbersome to carry;
  - expensive and slow to replace when lost (The lock plus all keys to it need to be replaced);
Candidature forms must NOT be forwarded directly to the Graduate School — send initially to Sally Goodwin either by email pgrad.enquiries@hms.uq.edu.au or hard copy.

- expensive for students (by University policy the School is required to collect a deposit of $20 for each key); and
- troublesome to administer and track.

It is the responsibility of key holders to ensure the security of the rooms to which they hold keys. For this reason the School accepts no responsibility for the security of personal computers or personal belongings kept by students in their offices, or for the security of computers provided by staff from non-School funds and kept in shared postgraduate office areas. Should any computers be stolen from these areas the School will not accept responsibility for their replacement. Lost keys must be reported immediately to the Technical Manager. Replacement keys for those lost or damaged may incur another deposit fee.

A number of areas on levels 2–4 containing expensive items of equipment have had motion detectors installed as a precaution against out-of-hours forced entry and theft. These detectors are connected to the University's Security system. A unique security PIN code will be provided to each person authorised to access these areas.

As a general rule, undergraduate students will not be provided with ID card access or keys to any part of the building. There are some exceptions to this:

- Undergraduate students, like all postgraduate students and staff of the department, will be permitted to gain ID card access to the bicycle store on level 1. This facility is controlled by the University's Properties and Facilities Division and requests for access to this secure area will be handled by them. In the interests of Workplace Health and Safety, bicycles are not permitted inside the School's space and this University requirement will be strictly enforced.
- Honours students undertaking a case study and requiring the use of HMS Laboratories and/or access to specialised HMS equipment after hours.

### Computing facilities

The School has a responsibility to provide postgraduate students with access to the general computing resources to complete research studies. All postgraduate students should have, at the very least, access to email, word processing and printing. Students within some sub-disciplinary groups will obviously also have a legitimate need for access to some additional software (e.g., for data storage, manipulation, analysis or presentation) as a standard requirement.

At the commencement of studies, a full-time internal RHD student can, through their advisor, request to be issued with a laptop computer.

The laptop computer remains the property of the University during their studies.

The laptop computer issued will be based on the standard laptop issued across the Faculty offered through the PSA available at that time. The computer can also be loaded with any site licence software owned by the School / University. Additional hardware or software specifications can be added as required at that stage (refer to “costs” below). If a student requires a totally different system to that offered as standard configuration, an amount equivalent to the standard configuration laptop computer can be used to credit again the purchase price of the different system.

All laptop computers and associated accessories or software issued under this arrangement must be purchased through the FHS IT purchasing process through a preferred supplier. Purchases made outside this process will not be reimbursed.
**Costs**

Payment for any additional hardware, accessories or software beyond the standards outlined must be arranged by the student. All software must be purchased through FHS IT purchasing.

If the student is still using the laptop computer beyond the initial warranty period, they must make arrangements to make an additional payment to extend the warranty of the laptop. If this does not occur, the School will repossess the laptop.

**Ownership**

The computer remains the property of UQ.

**Advantages**

This arrangement means that RHD students will be able to receive IT support from the FHS, continued network support and will also have access to University registered and owned software.

**Return of the Laptop Computer to the School**

The laptop computer will be returned to the School under the following circumstances:

- Student concludes their studies (eg. graduation or withdraws)
- The student’s mode of study changes (eg. from full time to part time, or on campus to external) *
- Student does not pay for additional warranty costs at the relevant time.

*There may be times that an advisor may request a student retain the usage of the laptop computer following a change of status. This decision will be made by the HOS or delegated authority.

**Loss or Damage to the Computer**

The laptop computer is the property of the University and will therefore be covered under the University insurance policy.

If the computer is lost or damaged the student will be responsible for any insurance excess payment or total cost (whichever is lower) to replace or fix the computer if the computer is off campus, or as a result of mistreatment / poor security practices when on campus.

**University Internet Code of Practice**

The University and the School expects students to be familiar with, and adhere to, the University Internet Acceptable Use of UQ ICT Resources. This Acceptable Use of UQ ICT Resources is intended to encourage responsible action and to reflect a respect for the ability of its adherents to exercise good judgement.

Misuse of any Human Movement Studies facilities or failure to abide by the Acceptable Use of UQ ICT Resources may result in suspension of an internet account or loss of account, disciplinary action and, if necessary, a report to the relevant law enforcement authority.
Acceptable Use of UQ ICT Resources Policy can be found at https://ppl.app.uq.edu.au/content/6.20.01-acceptable-use-uq-ict-resources

### Access to IT Support

Call the IT Service Desk or send an email to it@health.uq.edu.au. Please note that we do not provide IT support for privately owned computers. IT Support is focussed on Windows 7 64 Bit and Apple OSX 10.7 and newer.

### Access to IT resources

Students using computers owned by HMS should log in with their UQ student username and password. Access to network resources including fileshares and printers is automatic and is based on which security groups you are a member. If you need access to additional resources call the IT Service Desk or email it@health.uq.edu.au

Students using privately owned computers are responsible for manually connecting to network resources. This is a two-step process.

- First, you need to install and run the University of Queensland VPN (Virtual Private Network) software onto your computer. The instructions for this are at http://uqconnect.net/vpn.
- Second, once the VPN is running go to our IT support site at https://www.health.uq.edu.au/it/. Under Quick Help on this page you will find off-Campus Access and Printing.

### Internet and data storage quotas

Information about Internet quotas and other UQ wide IT information is available on the UQConnect website: http://uqconnect.net/index.html?page=26882

### Student software

- **SPSS**: Is available only to be installed on UQ computers
- **Nvivo**: Can be installed on UQ students privately owned computers
- **Endnote**: Is available from the UQ Library for all UQ staff and students.
- **Microsoft Office**: Available only to UQ computers. Students can purchase it at a discount. More information is available at: http://www.its.uq.edu.au/student-software

### Fire safety and evacuation procedures


### Emergency Procedures

If you discover a Fire Emergency
• Sound the fire alarm system, using the break-glass alarms to notify the fire department. The locations of break-glass alarms are marked on the Fire & Emergency Evacuation map for that particular level or area. There is at least one wall-mounted Fire & Emergency Evacuation map located on each of the three floors of the Connell Building (26), two floors of the HPL Building (26A) and five floors of the new HMS Building (26B).

• Alert other people in the vicinity.
• Notify Security on Ext. 53333 (ALL HOURS)
• Notify floor wardens and building wardens.
• If it is safe to do so, use the correct fire extinguisher to put out the fire.
• Evacuate the building if necessary.

Rules for Emergency Evacuations

• Do not evacuate the building on the first alert signal which is a repeating tone burst. On hearing the evacuation alarm signal which may follow the first alert signal, or when instructed to do so by a fire warden, walk quietly and assemble at the nearest fire exit. Proceed to the outdoor assembly area when instructed to do so by a fire warden.
• Follow the instructions of the wardens.
• Do not panic and do not run, push, or overtake.
• Use stairs to leave the building.
   DO NOT USE ANY LIFT IN A FIRE.
• Do not return to the building until the all clear has been given by the Building Warden.

General Background

These Fire Emergency Procedures and Rules for Emergency Evacuations are to be used in the event of any emergency which may require partial or total evacuation of the School of Human Movement Studies. Evacuation from the building may be necessary as the result of fire, explosion, chemical leak, structural fault, equipment failure or bomb threat.

Responsibility for co-ordination in Emergencies

• The University Emergency Coordinator and Manager of Security Services, Mr. Warren Collyer (Ext. 52335).
• The Deputy University Emergency Coordinator and Fire Officer, Mr. Neil Finlayson (Ext. 52329)
• The Human Movement Studies Building Warden and Deputy (see below).
• Human Movement Studies Floor Wardens (see below).
• All individuals working within the School of Human Movement Studies.
Fire Wardens

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
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<th>Room</th>
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<tbody>
<tr>
<td>Head of School</td>
<td>Prof. Andrew Cresswell</td>
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<tr>
<td>Building Warden</td>
<td>Rob Bryant</td>
<td>56820</td>
<td>132</td>
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<td>Deputy Building Warden</td>
<td>Chris Goninon</td>
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<td>518</td>
</tr>
<tr>
<td>HP Labs Level 1 &amp; Connell Level 1</td>
<td>Rick Lambe</td>
<td>56437</td>
<td>129</td>
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<td>Rob Bryant</td>
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<tr>
<td>HMS Level 1</td>
<td>Rob Bryant</td>
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<td>HMS Level 2 &amp; Connell Level 2</td>
<td>TBC</td>
<td>57091</td>
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<td>Gary Wilson</td>
<td>56645</td>
<td>318D</td>
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<td>Guy Wallis</td>
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<td></td>
<td>Laura Aberdeen</td>
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Emergency Telephone Numbers

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<tr>
<td>UQ Emergencies (24/7)</td>
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</tr>
<tr>
<td>UQ Health Service (8am–5pm)</td>
<td>56210</td>
</tr>
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</table>

Action taken by Floor Wardens

Before fire or emergency

Floor Wardens should:

(i) Familiarise themselves with the floor or area, and in particular:

(a) potential problem areas such as strong rooms, rooms leading off a blind passage, doors leading to dead ends, or areas from which people will require special assistance during evacuation;

(b) means of egress and alternative means of escape; and

(c) location of push button alarm points and fire fighting or emergency equipment including WIP (Warden Intercommunication Phone).

(ii) Ensure that staff are conversant with these Emergency Evacuation Procedures and the correct use of fire fighting and emergency equipment.

(iii) Carry out monthly inspections of their area and remove hazards or advise the Building Warden/s, School Safety Officer, Head of School or Director of Occupational Health and Safety (as appropriate) of the hazard.
(iv) Ensure that fire fighting and emergency equipment is in its correct position (as shown on the displayed floor plans) and ready for use.

(v) Ensure that passageways and exits are kept clear at all times.

(vi) Ensure that notices required by these Procedures are kept current and prominently displayed.

In case of fire or other emergency, Floor Wardens should:

(i) Check the source, type and severity of the emergency.

(ii) Order the evacuation of the floor if necessary.

(iii) Advise the Building Warden/s of the emergency on the floor and the proposed action to be taken via the WIP (Warden Intercommunication Phone) or other suitable means.

(iv) Ensure that all occupants of the floor are aware that evacuation of the floor is necessary, and direct the occupants to the nearest accessible exit or escape stairs, through which they should proceed to the designated assembly areas.

(v) Ensure that all necessary assistance is given to disabled and other persons in need of special care.

(vi) Check fire doors to ensure that they are closed and post a watch so that they are kept closed—except during the escape of occupants.

(vii) Make a thorough search of the whole floor or area to ensure that no persons remain—provided that it is safe to do so.

(viii) Advise the Building Warden/s when evacuation is completed.

(ix) Assist the Building Warden/s in checking that all building occupants have arrived at the assembly areas.

It should be emphasised that the primary role of the wardens is not to combat fire and emergencies, but to ensure, as far as possible, the safety of occupants and their orderly evacuation from emergencies.

Action by individual occupants:

Before fire or emergency - All occupants should make themselves familiar with the emergency evacuation procedures, the location of fire exits, fire extinguishers, assembly areas and the operation of firefighting equipment.

All postgraduate students are required to complete the annual online Fire Safety Training Module http://www.elearn.com.au/uq2/START.htm

In case of fire or other emergency:

Follow fire emergency procedure. Alert Fire Brigade through Security Ext. 53333; notify the Building Warden/s or Floor Warden in the area; warn personnel to evacuate the area; confine the fire if possible and not a danger to you.

During the evacuation if time permits, close the windows and doors.

The evacuation assembly point is opposite the HMS building across Blair Drive near the UQ Sport basketball court.
Fire and Emergency evacuation notices

These notices consist of the following:

Floor Plan showing location of:
• Fire Exit Paths/Fire Exits
• Fire Stairs
• Break-glass Alarms
• Fire Extinguishers
• Fire Hose Reel
• Safety Shower
• First Aid
• Wardens Phone
• Names and contact numbers of Building Warden, Deputy Building Warden and Floor Wardens.
• Emergency numbers e.g., Fire, Police, Ambulance.
• Evacuation path to be followed in the event of fire or emergency.
• Outdoor assembly areas for the building.

Emergency alarm system and exits

There is one fire alarm system currently located on level 1 in the HMS building which serves it, the Refurbished Connell building and in the Human Performance Laboratories building. The two systems are independent of each other.

When the first alert sounds, the teaching staff should inform their class of the correct evacuation procedure, wait for the second evacuation alarm siren or direction from the fire warden and only then move from the building. Every floor warden should look for possible problems on his/her level of the building, assisting in the smooth evacuation of people.

Exits are indicated with signs. The nearest exit should be used during evacuation. Refer to the Fire & Emergency Evacuation Notice for a floor plan indicating fire exits.

The assembly point for everyone after evacuation is opposite the HMS building across Blair Drive near the UQ Sport Basketball Court.

Fire hazards

The risk of serious fire, particularly in rooms where flammable material is stored, should never be underestimated. **NO SMOKING** signs, displayed wherever fire danger is great, must always be obeyed.

The majority of fires in laboratories or workshops are small and do not constitute serious hazards if dealt with properly. However, even if a small fire occurs in a building that has been left unattended, there is a grave risk that the building may be completely destroyed. For this reason, it is essential that gas burners should not be left burning overnight; a Bunsen burner "burning back" will readily ignite its rubber tubing. Electrical appliances also should be left in a safe condition overnight.
Do not carry lighted pieces of paper or tapers around laboratories or buildings. Matches are convenient and cheap.

The possibility of explosion must always be kept in mind when the risk of fire is present. For example, not only fire but also an explosion may result if a mixture of flammable material and air is ignited in a confined space. The flammable material may take the form of a gas, vapour, finely divided droplets, or a finely ground dust.

Electrical equipment not in use should be turned off at the wall. Machines such as centrifuges, autoclaves, stirrers, etc. should be operated only when someone is present in the laboratory, if possible.

If, AT ANY TIME OF THE DAY, electrical equipment is operated when the experimenter is not present, a clear note should be left nearby giving the experimenter's name, the date and time, the chemical or biological nature of the experiment, and the directions for getting in touch with the experimenter. Such a note serves to protect the experiment, the experimenter and any other person who may be in the laboratory during a crisis.

Fire-Fighting Equipment  If a person's clothing is alight, roll them on the floor to prevent their hair catching fire, and smother the flames with coats, towels, or blankets.

The following are types of fire fighting equipment available in the School at locations indicated on the Fire and Emergency Evacuation notice on each level of the building.

- Fire hoses
- CO₂ extinguishers
- Dry powder extinguishers

ANY USE OF FIRE EXTINGUISHERS MUST BE REPORTED TO THE BUILDING WARDEN OR SCHOOL SAFETY OFFICER IMMEDIATELY, SO THAT IT CAN BE RECHARGED OR REPLACED.

Again, the primary role of the wardens is not to combat fire and emergencies, but to ensure, as far as possible, the safety of occupants and their orderly evacuation from emergencies.

Parking at St Lucia Campus

New students should familiarise themselves with the University's traffic and parking regulations as outlined in [http://www.admin.uq.edu.au/traffic/](http://www.admin.uq.edu.au/traffic/).

University policy on accidents and injuries on campus

[https://ppl.app.uq.edu.au/content/2.10.07-workplace-injury-illness-and-incident-reporting](https://ppl.app.uq.edu.au/content/2.10.07-workplace-injury-illness-and-incident-reporting)

Students, in common with every other member of this University, necessarily run some risk of accident as part of their everyday life. For the student this risk can be increased by reason of the dangers inherent in a number of activities that are associated with the work of various courses. However, every action will be taken on behalf of the School to reduce these risks. The University has in place a Personal Accident Insurance Scheme which provides cover for all PhD, Masters and Masters Qualifying students. The cover also extends to Honours students whilst participating in activities relating to their studies or research. Postgraduate students wishing to make a claim on the cover provided by the Personal Accident Insurance Scheme should complete a form available from the University’s Insurance Officer (3365 3497). All claims must be notified to the insurer within 30 days.
In the event a student has an accident whilst participating in any classes or related activities, an accident form must be completed and if medical attention is required the student must attend the University of Queensland Health Services. The University of Queensland Health Service will provide medical attention, within the limits of its capacity, free of charge to the student and if dental attention is required, the Dental School will provide treatment within its capacity. The completed accident form must be submitted online to your supervisor (http://www.risk.admin.uq.edu.au/uq-injury/forms/default_content.asp) and the workplace health and safety officer details (gwilson@hms.uq.edu.au) must be entered on the report in the appropriate section. In consultation with the relevant advisor corrective action must be implemented to prevent recurrence. Hazard, Accident/ Injuries/ Incident Forms and the School Safety Manual are available from Mr Gary Wilson (ph 3365 6445, gwilson@hms.uq.edu.au Rm 318). If a student has any queries regarding safety issues, please contact your workplace health and safety postgraduate student representative.

Students have an obligation under the School’s Workplace Health and Safety Policy to report any accident/incident or near miss to their advisor/lecturer in charge and to the Chair of the Workplace Health and Safety Committee (Dr Sean Tweedy, ph 3365 6638, seant@hms.uq.edu.au) or the Workplace Health and Safety officer. This is a strict requirement and must be observed.

Postgraduate students should note that the First Aid Officer is Mr Gary Wilson (ph 3365 6445, gwilson@hms.uq.edu.au Rm 318). First aid kits are located in the main office, various laboratories, workshop and the CPASE area. First aid kits can be prepared for field trips and there is an ice machine and plastic bags situated in the Exercise Biochemistry Laboratory on Level 3 of the Human Movement Studies Building for the preparation of ice-packs, as required.
Appendix A—CANDIDATURE MILESTONES

Implementation Plan for UQ PPL 4.60.05 - Research Higher Degree Candidature Progression and Development

https://ppl.app.uq.edu.au/content/4.60.05-research-higher-degree-candidature-progression-and-development

Candidature progression will be monitored through the confirmation, mid-candidature and thesis review milestones. Milestones are important elements of the research training provided to, and research undertaken by, RHD candidates. As such, undertaking milestones is mandatory for all RHD students.

In some instances, external funding bodies may require other forms or periods of progress and achievement reporting as a condition of funding or sponsorship. UQ is mindful of the nature and importance of its research training partnerships. Consequently, UQ will work collaboratively with those sponsorship bodies to achieve an outcome acceptable to both parties.

School/Discipline Information

School/ Institute: Human Movement Studies

Where a school/institute requires disciplinary variations in the way the policy is implemented, one form should be completed for each proposed variation. In order that candidates receive clear advice on which information applies to their specific case there must be clear processes for identifying and informing candidates which discipline they belong to.

Discipline(s): The procedures and policies described in this document will apply across all the sub disciplines in HMS.

Milestone 1: Confirmation of Candidature

Confirmation is a critically important moment for every research higher degree candidate. At this milestone:

- the candidate receives formative advice about the direction, scope, planning, and feasibility of the project; and about the acquisition or further development of appropriate research and professional skills;
- the school/institute reviews the human, physical, financial resources needed to sustain the candidature, in compliance with relevant university, disciplinary, and external regulatory protocols; and
- the University is assured by the school/institute’s review that continuation of the candidature is likely to lead to an assessable thesis in about the period for which the candidate, school/institute, and University are funded to support the candidate’s enrolment.
<table>
<thead>
<tr>
<th>WORK TO BE COMPLETED BETWEEN ADMISSION AND CONFIRMATION OF CANDIDATURE</th>
<th>School/Institute expectations for PhD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Written work</strong></td>
<td>The written document will include at least the following:</td>
</tr>
<tr>
<td>Accepted formats (e.g. draft introduction, literature review, thesis chapter, journal paper, poster, field report, specific confirmation document):</td>
<td>• an Introduction which provides a clear statement of the problem;</td>
</tr>
<tr>
<td></td>
<td>• a comprehensive Literature Review which shows that the student has sufficient critical, analytical and literary skills to develop and write a thesis;</td>
</tr>
<tr>
<td></td>
<td>• a Methodology chapter/section which must demonstrate that the student is aware of the procedural and ethical issues related to the work;</td>
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<td></td>
<td>• a detailed time-line (writing, data collection, analysis etc.); and</td>
</tr>
<tr>
<td></td>
<td>• a complete and accurate set of references according to an acceptable academic style.</td>
</tr>
<tr>
<td>In addition, there needs to be a section relating to resources required to complete the project within the funded period, and an assessment of how and where these might be accessed. This section should summarise the following:</td>
<td></td>
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<tr>
<td></td>
<td>• relevant skills and techniques already gained via prior training and experience, induction programs or skills workshops attended within or outside the university, training from the advisory team, etc;</td>
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<tr>
<td></td>
<td>• skills and techniques needed to solve the research problems raised by the project;</td>
</tr>
<tr>
<td></td>
<td>• professional development skills needed for the candidate’s medium term career aspirations (career planning, review of teaching undertaken, etc);</td>
</tr>
<tr>
<td></td>
<td>• technical assistance; financial assistance needed to support travel, consumables, testing procedures or analyses, data collection, interlibrary loans or document delivery; and equipment or facilities (including satisfactory work-space).</td>
</tr>
<tr>
<td><strong>Word limit (if considered appropriate):</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Quality expectations:</strong></td>
<td>The confirmation committee will assess whether continuation of candidature is likely to lead to an assessable thesis in about the period for which the candidate, school/institute, and University are funded to support the candidate’s enrolment.</td>
</tr>
<tr>
<td><strong>Timing (e.g. one month before oral presentation/interview):</strong></td>
<td>The date for confirmation can only be set when the confirmation document is received by the postgraduate coordinator or designated chair of the confirmation committee. At least 14 days must then be allowed for committee members to peruse the colloquium document before the oral presentation by the student takes place.</td>
</tr>
<tr>
<td><strong>Assessment process (e.g. written work is assessed by one or two appropriate academics not belonging to advisory team):</strong></td>
<td>The confirmation committee will comprise:</td>
</tr>
<tr>
<td></td>
<td>• the Postgraduate Coordinator or nominee (Chair);</td>
</tr>
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<td></td>
<td>• the candidate’s principal and associate advisor/s (plus any other advisors involved in the project who may not be listed as advisors);</td>
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<td></td>
<td>• at least one other active researcher from within the School but not involved in the student’s work; and</td>
</tr>
<tr>
<td></td>
<td>• one academic with research expertise in a relevant area from outside the School.</td>
</tr>
</tbody>
</table>
| Oral work | Accepted formats: (e.g. formal presentation to school, national or international conference, work-in-progress presentation), | The oral component gives the candidate an opportunity to present their Thesis Proposal (or “Work in Progress”) to the Confirmation Panel for the purpose of receiving expert and constructive advice about:

- the proposed project/s;
- its/their scope and feasibility; and
- the appropriateness of the theoretical approach, methodology, and/or experimental design.

Up to four students/colleagues of the candidate may attend the presentation and discussion provided they first obtain permission from the student. |
<table>
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<tr>
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<tbody>
<tr>
<td>Duration: (e.g. 20 or 30 minutes +/- ppt, visuals)</td>
<td>The presentation should be around 20 minutes in duration and can include power point slides.</td>
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<tr>
<td>Quality expectations (appropriate for audience, clear, easy to follow, free of jargon):</td>
<td>The presentation should be clear and concise.</td>
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</tr>
<tr>
<td>Timing (before or after interview, submission of written work):</td>
<td>The oral presentation will take place at least 14 days following submission of the written document to the confirmation committee.</td>
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<tr>
<td>Assessment process (e.g. all school seminar academic staff attendees provide assessment):</td>
<td>Only the confirmation committee will be involved in this milestone. Students and staff not involved in the process will have an opportunity to attend a general presentation of the candidate's proposal during the School Seminar series.</td>
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</tr>
<tr>
<td>Interview/Dialogue</td>
<td>Participants: An interview and discussion of the candidate's research proposal will follow the oral presentation and be conducted by the confirmation committee.</td>
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<tr>
<td>Expected duration:</td>
<td>The interview/discussion is likely to run for 60 minutes.</td>
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<tr>
<td>Quality expectations:</td>
<td>The candidate will be expected to respond knowledgably and to provide clear and concise answers to questions asked by the committee.</td>
<td></td>
</tr>
<tr>
<td>Timing (before or after presentation):</td>
<td>The candidate will be interviewed immediately following the oral presentation.</td>
<td></td>
</tr>
<tr>
<td>Assessment process (Participants discuss feedback to candidate and assessment report to Graduate School):</td>
<td>The confirmation committee will make a recommendation to the Postgraduate Coordinator to confirm candidature, extend provisional candidature or terminate candidature. The committee’s decision will be communicated to the student within 30 minutes following deliberation once the interview and discussion has finished.</td>
<td></td>
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<tr>
<td>Written Feedback</td>
<td>Format (e.g. formal written letter from School PGC, completed questionnaires by interview panel):</td>
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<td></td>
<td>The candidate (and the Postgraduate Coordinator if their delegate has chaired the confirmation committee) will be sent a summary of the confirmation committee’s decision. The Postgraduate Coordinator will then attach the confirmation committee’s recommendation to the formal School recommendation, which is then copied and the original sent to the Dean of Postgraduate Students. Details of what the candidate is required to complete by the next milestone will be documented and sent to all parties involved.</td>
<td></td>
</tr>
<tr>
<td>Timing (e.g. within two weeks of last activity):</td>
<td>The written summary and recommendations resulting from the confirmation will be sent to the candidate within two weeks following their oral presentation.</td>
<td></td>
</tr>
</tbody>
</table>

**WORK TO BE COMPLETED BETWEEN ADMISSION AND CONFIRMATION OF CANDIDATURE**

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<td>• a comprehensive Literature Review which shows that the student has sufficient critical, analytical and literary skills to develop and write a thesis;</td>
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<td>• a Methodology chapter/section which must demonstrate that the student is aware of the procedural and ethical issues related to the work;</td>
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<td></td>
<td>• a detailed time-line (writing, data collection, analysis etc.); and</td>
</tr>
<tr>
<td></td>
<td>• a complete and accurate set of references according to an acceptable academic style.</td>
</tr>
<tr>
<td></td>
<td>In addition, there needs to be a section relating to resources required to complete the project within the funded period, and an assessment of how and where they might be accessed. This section should summarise the following:</td>
</tr>
<tr>
<td></td>
<td>• relevant skills and techniques already gained via prior training and experience, induction programs or skills workshops attended within or outside the university, training from the advisory team, etc;</td>
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<td></td>
<td>• skills and techniques needed to solve the research problems raised by the project;</td>
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<tr>
<td></td>
<td>• professional development skills needed for the candidate’s medium term career aspirations (career planning, review of teaching undertaken, etc); technical assistance; financial assistance needed to support travel, consumables, testing procedures or analyses, data collection, interlibrary loans or document delivery; and equipment or facilities (including satisfactory work-space)</td>
</tr>
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</table>

<p>| Word limit (if considered appropriate): | |
| Quality expectations: | The confirmation committee will assess whether continuation of candidature is likely to lead to an assessable thesis in about the period for which the candidate, school/institute, and University are funded to support the candidate’s enrolment. |</p>
<table>
<thead>
<tr>
<th>Timing:</th>
<th>The date for confirmation can only be set when the colloquium document is received by the postgraduate coordinator or designated chair of the confirmation committee. At least 14 days must then be allowed for committee members to peruse the colloquium document before the presentation by the student takes place.</th>
</tr>
</thead>
</table>
| Assessment process: | The assessment committee will comprise:  
- the Postgraduate Coordinator or nominee (Chair);  
- the candidate’s principal and associate advisor/s (plus any other academics involved in the project who may not be listed as advisors); and  
- at least one other active researcher who is not involved in the student’s work. |
| Oral work | Accepted formats: The oral component gives the candidate the opportunity to present their Thesis Proposal (or “Work in Progress”) to the Confirmation Panel for the purpose of receiving expert and constructive advice about:  
- the proposed project;  
- its scope and feasibility; and  
- the appropriateness of the theoretical approach, methodology, and/or experimental design.  
Up to four students/colleagues of the candidate may attend the presentation and discussion provided they first obtain permission from the student. |
| Duration: | The presentation should be around 20 minutes in duration and will normally include power point slides. |
| Quality expectations: | The presentation should be clear and concise. |
| Timing: | The oral presentation will take place at least 14 days following submission of the written document to the confirmation committee. |
| Assessment process: | Only the confirmation committee will be involved in this milestone. Students and staff not involved in the process will have an opportunity to attend a general presentation of the candidate’s proposal during the School Seminar series. |
| Interview/Dialogue | Participants:  
- An interview and discussion of the candidate’s research proposal will follow the oral presentation and be conducted by:  
- the Postgraduate Coordinator or nominee (Chair);  
- the candidate’s principal and associate advisor/s (plus any other advisors involved in the project who may not be listed as advisors); and  
- at least one other active researcher from within the Faculty or University. |
| Expected duration: | The interview/discussion is likely to run for 60 minutes. |
| Quality expectations: | The candidate will be expected to respond knowledgably and to provide clear and concise answers to questions asked by the committee. |
| Timing: | The candidate will be interviewed immediately following the oral presentation. |
**Assessment process:** The confirmation committee will make a recommendation to the Postgraduate Coordinator to confirm candidature, extend provisional candidature or terminate candidature. The committee’s decision will be communicated to the student within 30 minutes following deliberation once the interview and discussion has finished.

**Written Feedback Format:** The candidate (and the Postgraduate Coordinator if their delegate has chaired the confirmation committee) will be sent a summary of the confirmation committee’s decision. The Postgraduate Coordinator will then attach the Confirmation committee’s recommendation to the formal School recommendation, which is then copied and the original sent to the Dean of Postgraduate Students.

Details of what the candidate is required to complete by the next milestone will be documented and sent to all parties involved.

**Timing:** The written summary and recommendations resulting from the confirmation will be sent to the candidate within two weeks following their oral presentation.

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**Milestone 2: Mid-Candidature Review**

The mid-candidature review represents a mid-point between confirmation of candidature and thesis review milestones. Achievement of this milestone reassures the candidate, advisory team and school/institute that

- the project is on track for completion within candidature duration, and
- the candidate’s research and other professional skills are developing appropriately.

**WORK TO BE COMPLETED BETWEEN CONFIRMATION AND MID-CANDIDATURE REVIEW**

<table>
<thead>
<tr>
<th>Written work</th>
<th>Accepted formats (e.g. thesis chapters, manuscript for publication, journal paper, poster, field report):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The candidate will be expected to compile a portfolio of completed written material. Completed or draft chapters, journal papers and/or conference presentations will be included and material in the submission should be arranged in such a way that the assessment committee will easily recognise how the thesis is coming together. A brief summary document at the beginning of the portfolio will explain to the milestone committee what has been completed (and has therefore been included) in addition to what remains to be done prior to submission (including a time-line).</td>
</tr>
</tbody>
</table>

| Approx volume of work expected to be completed: | Candidates are encouraged to provide a sufficient volume of written material for the milestone committee to consider whether progress is satisfactory. Candidates must ensure that the compiled material avoids unnecessary duplication and is well presented. |

---

Updated March 4, 2014
<table>
<thead>
<tr>
<th>Quality expectations (advanced drafts, thesis outline):</th>
<th>The written material needs to be of a standard at least equal to the candidate’s confirmation document. Poor writing and lack of care in articulating progress to the milestone committee will result in the candidate failing to move to the next milestone and running the risk of having their candidature terminated.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Timing:</td>
<td>Candidates will be notified by email one month before the milestone committee must receive the mid-candidature documents.</td>
</tr>
<tr>
<td>Assessment process:</td>
<td>The written documents submitted for assessment will be considered by the same people who comprised the confirmation committee. The committee will consider whether the candidate has met the time-lines proposed at confirmation, whether the research has moved according to plan and whether the written work is likely to result in an assessable thesis.</td>
</tr>
<tr>
<td>Oral work</td>
<td>Accepted formats: Candidates will be expected to present their work at a conference or seminar on at least one occasion between confirmation and submission of their thesis. An oral presentation to the actual assessment committee at this milestone will not always be needed. The milestone committee, having read the written material submitted by the candidate, will communicate to the postgraduate coordinator (or their delegate), whether they feel that the candidate is making satisfactory progress, whether the work is of an acceptable standard and whether or not an oral presentation to the committee is necessary. An oral presentation may be requested when a committee member has reservations relating to progress and/or quality of the candidate’s work since confirmation.</td>
</tr>
<tr>
<td>Duration (if considered appropriate):</td>
<td>An oral presentation, if needed, will last around 20 minutes.</td>
</tr>
<tr>
<td>Quality expectations:</td>
<td>The candidate will present a summary of their work that has been completed since confirmation. This is not an opportunity for the candidate to repeat material previously communicated at confirmation. Rather, the milestone committee needs to consider progress and quality since confirmation.</td>
</tr>
<tr>
<td>Timing:</td>
<td>An oral presentation, if requested by the milestone committee, will be required within one month of the written material having been submitted.</td>
</tr>
<tr>
<td>Assessment process:</td>
<td>Only the milestone committee (i.e., the confirmation committee) will be involved in considering the candidate’s work.</td>
</tr>
<tr>
<td>Interview/Dialogue</td>
<td>Participants: The milestone committee will interview the candidate to discuss aspects of their work immediately following the oral presentation.</td>
</tr>
<tr>
<td>Expected duration:</td>
<td>The interview and discussion of the candidate’s work may take up to 60 minutes in duration.</td>
</tr>
<tr>
<td>Quality expectations:</td>
<td>It is expected that the candidate will engage in a dialogue with the committee that reflects excellent knowledge of the area; responses to questions posed by the committee should be concise and pertinent. The candidate can take the opportunity, during the interview, to share with the committee problems that may have arisen since confirmation that in turn may have impacted on the progress and quality of their work.</td>
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</tr>
<tr>
<td>Timing:</td>
<td>The interview and discussion with the candidate will take place immediately following the oral presentation.</td>
</tr>
<tr>
<td>Assessment process:</td>
<td>The milestone committee will consider whether the candidate moves past the mid-candidature milestone or is required to provide further material (written and/or oral) before that occurs. If the candidate is required to provide the committee with further material, a clear time-line for this will be agreed. The milestone committee will decide whether written material and/or a second oral presentation are necessary to move past the milestone. The candidate will, in effect, be given a second opportunity to progress past the mid-candidature milestone. If, after repeating the process, the milestone committee believes that the candidate’s work since confirmation has not been sufficiently rapid and/or the quality of the work is not of an adequate standard, then it may recommend to the Dean that the candidate be withdrawn from the program or be transferred to the MPhil.</td>
</tr>
<tr>
<td>Written Feedback Format:</td>
<td>The candidate (and the School Postgraduate Coordinator if their delegate has chaired the milestone committee) will be sent a summary of the milestone committee’s decision. The School Postgraduate Coordinator will then attach the Confirmation Panel’s recommendation to the formal School recommendation, which is then copied and the original sent to the Dean of Postgraduate Students.</td>
</tr>
<tr>
<td>Timing:</td>
<td>The written summary and recommendations resulting from the mid-candidature review will be sent to the candidate within two weeks of them having submitted their written portfolio (or them having completed their oral presentation).</td>
</tr>
<tr>
<td>WORK TO BE COMPLETED BETWEEN CONFIRMATION AND MID-CANDIDATURE REVIEW</td>
<td>School/Institute expectations for MPhil</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
</tbody>
</table>
| **Written work** | The candidate will be expected to compile a portfolio of completed written material. Completed or draft chapters, journal papers and/or conference presentations will be included and material in the submission should be arranged in such a way that the assessment committee will easily recognise how the thesis is coming together.  
A brief summary document at the beginning of the portfolio will explain to the milestone committee what has been completed (and has therefore been included) in addition to what remains to be done prior to submission (including a time-line). |
| **Approx volume of work expected to be completed:** | Candidates are encouraged to provide a sufficient volume of written material for the milestone committee to consider whether their progress is satisfactory.  
Candidates must ensure that the compiled material avoids unnecessary duplication and is well presented. |
| **Quality expectations:** | The written material needs to be of a standard at least equal to the candidate’s confirmation document. Poor writing and lack of care in articulating progress to the milestone committee will result in the candidate failing to move to the next milestone and running the risk of having their candidature terminated. |
| **Timing:** | Candidates will be notified by email one month before the milestone committee must receive the mid-candidature documents. |
| **Assessment process:** | The written documents submitted for assessment will be considered by the same people who comprised the confirmation committee. The committee will consider whether the candidate has met the time-lines proposed at confirmation, whether the research has moved according to plan and whether the written work is likely to result in an assessable thesis. |
| **Oral work** | Candidates will be expected to present their work at a conference or seminar on at least one occasion between confirmation and submission of their thesis.  
An oral presentation to the actual assessment committee at this milestone will not always be needed. The milestone committee, having read the written material submitted by the candidate, will communicate to the postgraduate coordinator (or their delegate), whether they feel that the candidate is making satisfactory progress, whether the work is of an acceptable standard and whether or not an oral presentation to the committee is necessary.  
An oral presentation may be requested when a committee member has reservations relating to progress and/or quality of the candidate’s work since confirmation. |
<p>| <strong>Duration (if considered appropriate):</strong> | An oral presentation, if needed, will last around 20 minutes. |</p>
<table>
<thead>
<tr>
<th>Quality expectations:</th>
<th>The candidate will present a summary of their work that has been completed since confirmation. This is not an opportunity for the candidate to repeat material previously communicated at confirmation. Rather, the milestone committee needs to consider progress and quality since confirmation.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Timing:</td>
<td>An oral presentation, if requested by the milestone committee, will be required within one month of the written material having been submitted.</td>
</tr>
<tr>
<td>Assessment process:</td>
<td>Only the milestone committee (i.e., the confirmation committee) will be involved in considering the candidate’s work.</td>
</tr>
</tbody>
</table>

**Interview/Dialogue**

<table>
<thead>
<tr>
<th>Participants:</th>
<th>The milestone committee will interview the candidate to discuss aspects of their work immediately following the oral presentation.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expected duration:</td>
<td>The interview and discussion of the candidate’s work may take up to 60 minutes in duration.</td>
</tr>
<tr>
<td>Quality expectations:</td>
<td>It is expected that the candidate will engage in a dialogue with the committee that reflects excellent knowledge of the area; responses to questions posed by the committee should be concise and pertinent. The candidate can take the opportunity, during the interview, to share with the committee problems that may have arisen since confirmation that in turn may have impacted on the progress and quality of their work.</td>
</tr>
<tr>
<td>Timing:</td>
<td>The interview and discussion with the candidate will take place immediately following the oral presentation.</td>
</tr>
<tr>
<td>Assessment process:</td>
<td>The milestone committee will consider whether the candidate moves past the mid-candidature milestone or is required to provide further material (written and/or oral) before that occurs.</td>
</tr>
</tbody>
</table>

If the candidate is required to provide the committee with further material, a clear time-line for this will be agreed. The milestone committee will decide whether written material and/or a second oral presentation are necessary to move past the milestone. The candidate will, in effect, be given a second opportunity to progress past the mid-candidature milestone.

If, after repeating the process, the milestone committee believes that the candidate’s work since confirmation has not been sufficiently rapid and/or the quality of the work is not of an adequate standard, then it may recommend to the Dean that the candidate be withdrawn from the program.

**Written Feedback**

<table>
<thead>
<tr>
<th>Format:</th>
<th>The candidate (and the School Postgraduate Coordinator if their delegate has chaired the milestone committee) will be sent a summary of the milestone committee’s decision. The School Postgraduate Coordinator will then attach the Confirmation Panel’s recommendation to the formal School recommendation, which is then copied and the original sent to the Dean of Postgraduate Students.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Timing:</td>
<td>The written summary and recommendations resulting from the mid-candidature review will be sent to the candidate within two weeks of them having submitted their written portfolio (or them having completed their oral presentation).</td>
</tr>
</tbody>
</table>
Milestone 3: Thesis Review

The thesis review:

- enables the school/institute to determine collectively that the thesis should be ready for assessment by the expected date or determine a new submission date,
- allows any differences of opinion among the candidate and the advisory team about the readiness of the thesis for assessment to be aired and settled collegially,
- assures the candidate and advisory team of the scope, originality and quality of the thesis,
- identifies any major concerns that need attention before submission,
- provides a forum for discussing the mix of disciplinary knowledge required among the thesis assessors to review the breadth of work contained within the thesis, and
- enables the candidate and the advisors to express any reservations or concerns about having any particular individual act as an assessor.

In addition to matters normally covered by feedback and recommendation documents, the thesis review feedback attests to the quality and scope of the research, details decisions reached about the mix of thesis assessors, records reservations about particular individuals, and states the expected thesis submission date.

<table>
<thead>
<tr>
<th>WORK TO BE COMPLETED BETWEEN MID-CANDIDATURE REVIEW AND THESIS REVIEW</th>
<th>School/Institute expectations for PhD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written work</td>
<td><strong>Accepted formats:</strong> A temporarily bound portfolio of all thesis material (drafts and final chapters) needs to be submitted to the milestone committee (viz the confirmation committee) within three months of the expected submission date.</td>
</tr>
<tr>
<td></td>
<td><strong>Word limit (if considered appropriate):</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Quality expectations:</strong> At least a couple of chapters of the submitted work should be in their final form and any remaining work in progress should be sufficiently advanced for the committee to judge whether the work will be ready to submit within three months.</td>
</tr>
<tr>
<td>Timing:</td>
<td>The candidate will send their portfolio to members of the milestone committee not less than three months before the expected submission date.</td>
</tr>
<tr>
<td>Assessment process:</td>
<td>The milestone committee will advise the postgraduate coordinator as to whether: 1. the candidate has met the agreed time-lines established at the mid-candidature review, and 2. the thesis is likely to meet the required standard by the proposed submission date. If a member of the committee is concerned that the thesis may not meet the required standard within three months, then an interview with the candidate will be arranged and these concerns will be discussed. Upon arranging an interview with the candidate, the postgraduate coordinator (or delegate) will provide the candidate with a list of the concerns held by the committee.</td>
</tr>
</tbody>
</table>
### Oral work

**Accepted formats:** Candidates will be expected to present their work at a conference or seminar on at least one occasion between confirmation and submission of their thesis.

An oral presentation is therefore not a requirement of this milestone provided that the student has presented since confirmation and that the confirmation committee is satisfied with the candidate’s progress.

If the candidate has not presented aspects of their work at a conference or at formal seminar since confirmation, then an oral presentation of their work will be needed. This will be at the School seminar series (a regular Friday afternoon gathering of academics and postgraduate students within the school).

### Interview/Dialogue

**Participants:** An interview with the candidate by the milestone committee may be necessary when there is concern that progress of the work is inadequate and/or the quality of the work is unlikely to meet the standard needed for the degree to be awarded within an acceptable period.

**Expected duration:** If an interview is necessary, this could take 60 minutes.

**Quality expectations:** The candidate will have been provided, in advance of the meeting, with a list of the committee’s concerns. The chair of the committee will guide the discussion, seeking the views of the candidate and committee members with the primary aim being to determine whether the issues can be resolved and if so, the time-line for this resolution.

**Timing:** If an interview is considered necessary, then this will be held within four weeks of the portfolio having been sent out to the milestone committee.

**Assessment process:** The meeting will need to resolve what the candidate will need to do to pass the present milestone, and the time-line for this to happen will be agreed.

Following the interview, the candidate will have a new date by which to submit a revised portfolio to the milestone committee (in which the committee's concerns will need to be thoroughly addressed). In addition, a revised submission date for the thesis will be agreed.
### Written Feedback

**Format:**

Once the milestone committee has reviewed the candidate's portfolio, members will provide feedback to the chair of the committee either in support of the candidate moving past the milestone or recommending that the candidate be interviewed. In either case, the postgraduate coordinator will communicate the committee’s recommendations to the candidate and the graduate school. If an interview is needed to address concerns held by the committee, then this will be arranged.

After an interview, the candidate will be provided with a written summary of the discussions including the agreed time-line by which changes to the portfolio will need to be made (including the agreed, revised thesis submission date). It will be made clear to the candidate that should they again fail to demonstrate to the committee that their work meets the standard needed for the degree to be awarded, termination from the program or transfer to the MPhil will be considered.

The chair of the milestone committee will ask the candidate and committee members to consider potential assessors. This will be an opportunity for the candidate and their advisors to identify to the committee members, potential assessors within the candidate's field of research who, for various reasons, may be unsuitable.

**Timing:**

Written feedback following submission of a portfolio to the committee will be provided to the candidate within two weeks. However, if an interview is necessary, then written feedback (including a summary of the new time-lines) will be provided to the candidate within two days following the interview.

---

### School/Institute expectations for MPhil

**Written work**

- **Accepted formats:** A temporarily bound portfolio of all thesis material (drafts and final chapters) needs to be submitted to the milestone committee (viz the confirmation committee) within three months of the expected submission date.

- **Word limit (if considered appropriate):**

- **Quality expectations:** At least a couple of chapters of the submitted work should be in their final form and any remaining work in progress should be sufficiently advanced for the committee to judge whether the work will be ready to submit within three months.

- **Timing:** The candidate will send their portfolio to members of the milestone committee not less than three months before the expected submission date.
### Assessment process:
The milestone committee will advise the postgraduate coordinator as to whether: 1. the candidate has met the agreed time-lines established at the mid-candidature review, and 2. the thesis is likely to meet the required standard by the proposed submission date.

If a member of the committee is concerned that the thesis may not meet the required standard within three months, then an interview with the candidate will be arranged and these concerns will be discussed. Upon arranging an interview with the candidate, the postgraduate coordinator (or delegate) will provide the candidate with a list of the concerns held by the committee.

### Oral work

#### Accepted formats:
Candidates will be expected to present their work at a conference or seminar on at least one occasion between confirmation and submission of their thesis.

An oral presentation is therefore not a requirement of this milestone provided that the student has presented since confirmation and that the confirmation committee is satisfied with the candidate’s progress.

If the candidate has not presented aspects of their work at a conference or at formal seminar since confirmation, then an oral presentation of their work will be needed. This will be at the School seminar series (a regular Friday afternoon gathering of academics and postgraduate students within the school).

### Interview/Dialogue

#### Participants:
An interview with the candidate by the milestone committee may be necessary when there is concern that progress of the work is inadequate and/or the quality of the work is unlikely to meet the standard needed for the degree to be awarded within an acceptable period.

#### Expected duration:
If an interview is necessary, this could take 60 minutes.

#### Quality expectations:
The candidate will have been provided, in advance of the meeting, with a list of the committee’s concerns. The chair of the committee will guide the discussion, seeking the views of the candidate and committee members with the primary aim being to determine whether the issues can be resolved and if so, the time-line for this resolution.

#### Timing:
If an interview is considered necessary, then this will be held within four weeks of the portfolio having been sent out to the milestone committee.
| Assessment process: | The meeting will need to resolve what the candidate has to do to pass the present milestone, and the time-line for this to happen will be agreed. Following the interview, the candidate will have a new date by which to submit a revised portfolio to the milestone committee (in which the committee’s concerns will need to be thoroughly addressed). In addition, a revised submission date for the thesis will be agreed. |
| Written Feedback Format: | Once the milestone committee has reviewed the candidate’s portfolio, members will provide a brief feedback to the chair of the committee either in support of the candidate moving past the milestone or recommending that the candidate be interviewed. In either case, the postgraduate coordinator will communicate the committee’s recommendations to the candidate and the graduate school. If an interview is needed to address concerns held by the committee, then this will be arranged. After an interview, the candidate will be provided with a written summary of the discussions including the agreed time-line by which changes to the portfolio will need to be made (including the agreed, revised thesis submission date). It will be made clear to the candidate that should they again fail to demonstrate to the committee that their work meets the standard needed for the degree to be awarded, termination from the program will be considered. The chair of the milestone committee will ask the candidate and committee members to consider potential assessors. This will be an opportunity for the candidate and their advisors to identify to the committee members, potential assessors within the candidate’s field of research who, for various reasons, may be unsuitable. |
| Timing: | Written feedback following submission of a portfolio to the committee will be provided to the candidate within two weeks. However, if an interview is necessary, then written feedback (including a summary of the new time-lines) will be provided to the candidate within two days following the interview. |

 IMPLEMENTATION PLAN FOR UQ PPL 4.60.05 ENDS HERE

Approved by the Graduate School 12/11/08
Appendix B—Skills Training

Please feel free to download these Skills Training presentations. Your student/staff username and password are required. [http://www.uq.edu.au/grad-school/events-skills-training-students](http://www.uq.edu.au/grad-school/events-skills-training-students)

- Introduction to Research Integrity (2013) | [Download presentation](#)
- Conceptualising your thesis structure (2013) | [Download presentation](#)
- Avoiding plagiarism (2013) | [Download presentation](#)
- Basic statistical ideas for researchers (2013) | [Download presentation](#)
- Writing successfully for research candidates (2013) | [Download presentation](#)
- Writing a literature review (2013) | [Download presentation](#)
- Writing a confirmation document/research proposal (2013) | [Download presentation](#)
- Incorporating tables and figures effectively in your writing (2013) | [Download presentation](#)
- Crafting and writing a thesis for PhD and MPhil (2012) | [Download presentation](#)
- Managing your reading load (2012) | [Download presentation](#)
- Research data management (2012) | [Download presentation](#)
- Editing and proof reading your thesis (2012) | [Download presentation](#)
- Thesis examinations (2013) | [Download presentation](#)
- Thesis eSubmission (2013) | [Download presentation](#)
- Including published works in a thesis (2013) | [Download presentation](#)
- Research consulting (2012) | [Download presentation](#)
- Talking about IP without giving it away (2012) | [Download presentation](#)
- Introduction to your RHD (2013) | [Download presentation](#)
- Stress management for postgraduate students (2012) | [Download presentation](#)
- Moving Past Procrastination (2012) | [Download presentation](#)
- Time management for postgraduate students (2012) | [Download presentation](#)
- Career planning (2013) | [Download presentation](#)
- Resume writing for RHD students (2012) | [Download presentation](#)
- Networking and self marketing (2012) | [Download presentation](#)
- 3MT Information Session (2013) | [Download presentation](#)
- Oral Presentations (2013) | [Download presentation](#) | [Download presentation](#)
# Appendix C—Notification of absence form

NOTIFICATION OF ABSENCE FROM THE UNIVERSITY FOR HMS RESEARCH HIGHER DEGREE STUDENTS

This form is to record the following absences—

- **Recreation leave** (entitlement = 20 days paid per annum)

- **Sick leave** (12 weeks paid within duration of scholarship) only if no interruption to candidature is sought (otherwise use RHD form downloadable from Change of Candidature Status)

For paid parenting and maternity leave or suspension of scholarship, use appropriate ORPS form

For scholarships administered through the School, the same forms apply as for scholarships administered through ORPS, but forms are sent to the HR Officer in HMS, rather than ORPS for action

<table>
<thead>
<tr>
<th>Name of student:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Organisational unit:</td>
<td>School of Human Movement Studies</td>
</tr>
<tr>
<td>First day of absence:</td>
<td>Date of return:</td>
</tr>
<tr>
<td></td>
<td>No. of days (this request):</td>
</tr>
<tr>
<td></td>
<td>No. of days taken to date:</td>
</tr>
</tbody>
</table>

**Reason for absence** (e.g. conference, field work, meeting or recreation leave)

<table>
<thead>
<tr>
<th>Destination/s or travel:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(not required for recreation leave)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Arrangements made to cover tutorial &amp; other responsibilities:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student’s signature</th>
<th>Date:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Agreement of advisor:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td>Date:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Agreement of Postgraduate Coordinator/Head of School:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td>Date:</td>
</tr>
</tbody>
</table>

**OFFICE USE ONLY**: Noted and processed by Postgraduate Administrative Officer:
Appendix D—HMS Travel Award Application

Guidelines for HMS Research Student Travel Award

The purpose of the School of Human Movement Studies “Conf 82” Research Student Travel Awards is to support RHD student attendance at academic meetings of international standing. Funds are partly derived from a donation by organisers of a Pre-Commonwealth Games conference hosted in 1982.

Funding Details

- The awards will be distributed twice a year with equal funds being available in each epoch. (2 X $250; 1 X $500).\(^a\)
- Intake 1 applications close March 17th of each year for conferences held April - September of that year
- Intake 2 applications close September 15th of each year for conferences held October - March (the following year).
- Successful applicants must present the paper for which support is granted in the SHMS Seminar Series within 6 months of the conference.
- All applications need to be submitted to the Research Committee via email: pgrad.enquiries@hms.uq.edu.au.

Eligibility

- Eligible students must be enrolled primarily in a UQ SHMS research postgraduate degree (≥ 50% HMS).
- Applicants can only receive travel award once during candidature and can only apply for funds within 6 months of conference deadline.
- Advisors and applicant are expected to contribute towards the applicant’s travel costs (the distribution of expenses should be indicated in the application).

Applications

Awards are made on a competitive basis according to the criteria outlined below. Applications will be considered by a committee comprising the Head of School (or delegate) and members of the research committee. Applications should address each criterion and provide supporting documentation where available (eg conference acceptance, costs, letters confirming meetings).

- The conference must be of an “international standard”.\(^b\)
- Activities completed in the candidature to date: Consideration will be given to the following (in order of priority):
  - Progress in candidature (e.g. milestones completed in appropriate period, clear timeline for completion).
  - Research outcomes from activity DURING candidature (papers, abstracts, grants and awards, etc).\(^c\)
- Merit of any additional associated activities (e.g. meetings, lab visits, satellites, etc).
- Preference will be given to applicants who have presented at the SHMS post graduate conference prior to/ or by the time of travel for which the award is given.\(^d\)
- Consideration may be given to additional service activities to UQ SHMS eg, committees.

\(^a\) Any funds remaining from an intake can be carried over to either second intake or subsequent year.

\(^b\) Provide evidence to support the standing of the conference.

\(^c\) Please clearly distinguish outcomes that have arisen from work since enrolment from previous work.

\(^d\) For local students, if presentation has not been made at Straddie, applicants should make a declaration that will they will present at the next Straddie conference.
APPLICATION FOR SHMS RESEARCH STUDENT TRAVEL AWARD

1. Your full name: ___________________________ Student #______________

2. Date of application: ______________________

3. Position (Check one):
   - Research PhD /full-time
   - Research PhD /part-time
   - Research Masters/ full-time
   - When did you enrol? ______________________
   - Who is your advisor? ______________________

4. Name of conference(s) and level/importance/prestige of conference:
   ________________________________________
   ________________________________________

5. Place and date of conference(s)
   ________________________________________

6. Title of your paper(s) attach abstract(s):
   ________________________________________
   ________________________________________

7. Has your paper(s) been accepted yet? YES/ NO
   If yes, attach invitation to speak, letter of acceptance, or other documentation. If no, please forward documentation when available.

8. Dates of travel:
   Depart university ______________
   Return university _____________

9. Other research activities (if any) undertaken while on conference trip(s) (give places/institutions, contact names, and approximate dates). Please attach relevant supporting documentation.
   ________________________________________
   ________________________________________
   ________________________________________
   ________________________________________
10. **Cost of proposed conference trip(s) (A$): Please attach relevant supporting material**

Conference registration $_____________

Conference accommodation (if not included in registration) $_____________

Air fares: $_____________

Subsistence (_________ days) $_____________

Other costs (specify) $______________________________________________

Total costs $_____________

Distribution of expenses

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

11. **Have you previously presented at the UQ SHMS postgraduate conference?**

☐ Yes  Date: __________________

☐ No

12. **Have you scheduled to present this at the UQ SHMS seminar series?**

☐ Yes  Date: __________________

☐ No

**ACTIVITIES COMPLETED IN THE CANDIDATURE TO DATE**

Please provide information in the space below and attach relevant supporting documentation. Note consideration will be given to the following (in order of priority):

- Progress in candidature to date e.g. milestones completed in appropriate period, clear timeline for completion.
- Research outcomes from activity DURING candidature eg presentations, papers, abstracts, grants, awards, etc.

Consideration may be given to UQ SHMS service activities eg committees.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
SUPPORTING DOCUMENTATION AND ATTACHMENTS

Conference Details  eg announcement
                  □ Yes □ No
Submission Outcome  eg letter of acceptance
                  □ Yes □ No
Abstract(s)
                  □ Yes □ No
Costs  eg Campus Travel quote, online quote
                  □ Yes □ No
Additional activities  eg emails confirming meetings
                  □ Yes □ No
Other ____________________________
                  □ Yes □ No
Other ____________________________
                  □ Yes □ No
Other ____________________________
                  □ Yes □ No
Other ____________________________
                  □ Yes □ No

Applicant Signature ____________________________________                  Date: __________________
Advisor Signature______________________________________                  Date: ____________

**These funds are from proceeds of the successful 1982 Commonwealth Games Conference Trust Fund with matching funds from the School of Human Movement Studies**
Appendix E — Oral thesis examination

The typical thesis examination process is:

- The candidate submits a written thesis;
- The examiners provide written reports on the thesis;
- The candidate amends the thesis in response to the examiners' reports.

An oral or practical examination can be included:

- as part of the thesis examination process;
- after the examiners provide their reports;
- before the candidate amends the thesis.

An oral examination can be:

- requested by the candidate,
- recommended by the examiners, or
- required by the Dean, UQ Graduate School.

Objectives for oral thesis examination

The objectives for undertaking an oral thesis examination are to:

- provide an educationally rewarding and personally satisfying finale to research higher degree candidature; and
- give the candidate the academic benefits of direct discussion with the examiners;
- test the candidate’s comprehension of the broad field of study;
- clarify points of principle or detail in the thesis;
- assess the contribution made by the candidate to the content and presentation of the thesis;
- establish a firm deadline for the preparation of examiners' reports.

Candidates undertaking an oral examination are expected to be articulate in English and able to give a clear and concise account of their discoveries.

Requesting the oral thesis examination

Oral thesis examinations are usually scheduled approximately 12 weeks (9 weeks for an MPhil thesis) after the intended date of submission for examination. To request an oral examination, a candidate must consult with the Postgraduate Coordinator at least 4 weeks before the expected submission date of the thesis. The School/Institute must confirm that it will arrange the oral examination and bear the associated costs. The candidate must inform the Postgraduate Coordinator and Postgraduate Administrative Officer of any change to the predicted submission date.
Organising the oral thesis examination

The School/Institute makes arrangements for the examination. In addition to contacting and nominating two examiners and a Chair of Examiners, the enrolling School/Institute also:

• contacts and nominates an Oral Convenor;
• ensures the examiners and the Chair of Examiners agree to participate in an oral examination;
• sets the date, time and place of the examination and advises the Graduate School using the Notice of Submission and Nomination of Examiners form;
• arranges and funds all necessary travel, videoconferencing and teleconferencing;
• ensures that the examiners’ reports are received by UQ Graduate School at least two weeks before the date set for the oral examination.

The Examiners

Examiners are given 6 weeks from receiving the thesis to:

• examine it and write a report;
• provide a preliminary recommendation on the thesis; and
• provide questions to be put to the candidate.

Both examiners must participate in the oral examination; at least one and preferably both examiners are to attend in person. Where the latter is not possible, one examiner participates by teleconference, videoconference, or other means approved by the Dean, UQ Graduate School.

The Chair of Examiners

• is nominated by the Postgraduate Coordinator and approved by the Dean, UQ Graduate School at the same time as the examiners
• is usually from the candidate’s enrolling School/Institute
• is sent a copy of the thesis by the Thesis Examinations team, as well as examiners' reports as they are received.
• forwards copies of the examiners' reports to the Oral Convenor;
• forwards and discusses the reports with the candidate in advance, advising them of the main issues to be raised while observing that the examiners retain the right to ask other questions; and
• ensures the advisory team assists the candidate in preparing the response to the examiners' reports.

After the examination the chair is required to liaise with the Oral Convenor to prepare the assessing committee's report and complete the Oral Examination Summary form.

The Oral Convenor

• is nominated by the Postgraduate Coordinator and approved by the Dean, UQ Graduate School at the same time as the examiners;
• is from a School/Institute other than the one in which the candidate is enrolled;
represents the Dean, UQ Graduate School in the examination process.

Requirements before the examination:
• discuss with the candidate the nature of the oral examination;
• assure the candidate that the examination is intended to be constructive and helpful.

Requirements during the oral examination:
• attend the candidate’s seminar;
• chair the closed session of the oral thesis examination;
  explain the proceedings to the examiners and the candidate;
  advise the candidate at the end of the session, on behalf of the Dean, UQ Graduate School, of the
  outcome of the examination and provide the candidate with an explicit statement of amendments
  required.

Requirements after the examination:
• liaise with the Chair of Examiners to prepare the assessing committee's report and complete the Oral
  Examination Summary form.

The assessing committee is composed of:
• the Oral Convenor;
• the Chair of Examiners; and
• both examiners.

Advisors participate in parts of the examination process but not members of the assessing committee.

The Oral Convenor, the Chair of Examiners, and at least one examiner must be physically present; if
necessary, one examiner may participate through teleconference, videoconference, or other means approved
by the Dean, UQ Graduate School.

Unless the Dean rules otherwise, the oral thesis examination consists of:
• an open seminar, usually held in the School/Institute, of not more than one hour's duration, that covers
  the major parts of the candidate's work and includes the candidate's presentation and the examiners'
  questions;
• a closed session in which the assessing committee discusses the thesis with the candidate for 1 to 2
  hours;
• a closed deliberation by the assessing committee, in the absence of the candidate, to reach a decision on
  the award of the degree; and
• a concluding meeting of the assessing committee, the candidate, the advisory team and the
  Postgraduate Coordinator, at which the candidate is advised of the result to be recommended by the
  assessing committee.

The advisory team and Postgraduate Coordinator will not be present at the closed session or the closed
deliberation, but the Postgraduate Coordinator will be consulted and the advisory team informed about the
result to be recommended, and the changes required, after the completion of the oral examination. After the
oral examination, the Oral Convenor and the Chair of Examiners develop the assessing committee's report
and complete the Oral Examination Summary form. The report outlines the procedures followed during
the oral examination and the conclusions reached by the assessing committee. It also includes formal advice.
to the candidate about the changes that must be made to the thesis before the degree can be awarded. The report and the form are passed to the Postgraduate Coordinator for comment, and then sent to the Dean, UQ Graduate School for approval.

### When an oral thesis examination should not proceed

In the case of adverse examiners' reports, the Chair of Examiners and the Oral Convenor consult with the Postgraduate Coordinator, who must then advise the Dean whether or not the oral thesis examination should proceed. In preparing this advice, the Postgraduate Coordinator would normally also take advice from the candidate's advisory team. In the event of an oral examination not proceeding, the Postgraduate Coordinator makes a recommendation to the Dean solely on the basis of the written examiners' reports.
RHD Candidate Checklist

Commencing Research Higher Degree Candidates
School of Human Movement Studies

University research training involves the active participation of both staff and students. The task of ensuring that it is conducted in the most efficient and effective manner is shared by all parties: the institution, its academic staff, and students, all have legitimate expectations of each other. Please refer to [http://www.uq.edu.au/grad-school/content/current-students/infrastructure-guidelines.pdf](http://www.uq.edu.au/grad-school/content/current-students/infrastructure-guidelines.pdf)

**First Day**

- If on-campus, complete the introductory checklist (over page). The Postgraduate Administrative Officer, Sally Goodwin (PGAO), will contact remote candidates.
- Ensure you are familiar with and comply with the University's rules and policies. Refer to the UQ Graduate School website [http://www.uq.edu.au/grad-school/](http://www.uq.edu.au/grad-school/). In particular, the Research Higher Degree Candidate Charter found at [https://ppl.app.uq.edu.au/content/4.60.02-research-higher-degree-candidate-charter](https://ppl.app.uq.edu.au/content/4.60.02-research-higher-degree-candidate-charter)
- Familiarise yourself with the School of Human Movement Studies website, including information for postgraduate students, policies and procedures [http://www.hms.uq.edu.au/current-students/postgraduate-rhd-students](http://www.hms.uq.edu.au/current-students/postgraduate-rhd-students)
- Regularly access both your student/school e-mail accounts. Information on redirecting your student email account is available via the UQ Email Redirection at [https://uqconnect.net/helpdesk/student/email/redirect-mail/](https://uqconnect.net/helpdesk/student/email/redirect-mail/)
- Locate essential facilities, including refectory, toilets, banks etc.

**First Week**

- Commence planning for your confirmation now. Liaise with your academic advisory team to produce a plan of specifically what will be required and when it will be due. Please refer to [http://www.hms.uq.edu.au/current-students/postgraduate-rhd-students/hms-milestone-review-procedures](http://www.hms.uq.edu.au/current-students/postgraduate-rhd-students/hms-milestone-review-procedures)
- Set regular meetings to discuss your progress with your academic advisors.
- Ensure you are aware of all financial arrangements that might affect you and your project. These could include external grant funds which will support the research and factors that might impact on funding continuity.
- Ensure you are aware of the implications that third party involvement might have for your project
- Discuss ethical clearances for your proposed project in association with your academic advisor
- After receiving your email enrolment notification from the UQ RHD Office, collect your student identification card from Level 2, Duhig Tower (Social Sciences & Humanities Library)
- Liaise with Rob Bryant (Technical Manager) robb@hms.uq.edu.au regarding access to the building. Rob will set up corridor and building door access on your swipe card. If you need bike storage, there is a form you need to fill out for UQ Security. If a key is required, there will be a key deposit of $20.
- Organise to meet with HMS Marketing Officer to arrange a time for a photograph to be taken (caroline.day@uq.edu.au)

**First Month**

- Enrol in UQ Library classes as appropriate, including EndNote and Database Searching [http://www.library.uq.edu.au/](http://www.library.uq.edu.au/)

Updated March 4, 2014
Work Smart from the Start

Have you just started your RHD program? Don't waste time—actively pursue the resources available to you and work smart from the start. The University of Queensland has a range of skills training programs to assist you from commencement through to graduation. Every new RHD candidate should visit the links below.

**Graduate School Skills Training program**

Register online

**Library**

Visit these links and build a productive relationship with our great liaison librarians EARLY in your candidature. Access the Library's knowledge, experience and resources early in your candidature for positive results now and later in your research and writing.

**Student Services** has professional staff who can help you to progress your RHD candidature with appropriate learning strategies, skills and helpful information.

**Learning Assistance**

The Learning Assistance unit at Student Services helps students in developing appropriate and effective approaches to:

- Learning
- Reading, researching and note-taking
- Writing
- Exam preparation
- Learning in small groups
- Time management
- Seeking and receiving feedback
- Establishing and maintaining good working relationships with supervisors

Download the Learning Workshop Calendar for workshops tailored to the needs of research higher degree candidates.

**International Student Support**

International Student Advisers provide guidance to new international research higher degree candidates on a range of matters including:

**Getting Started** - arrival and life in Brisbane; study at UQ; working while studying; preparing for graduation and return home

**Graduate Student Week (GSW)**

The Graduate School coordinates a week of workshops, seminars and skills training specifically for research higher degree candidates. Visit the Graduate Student Week web page for the program and registration.