FRONT COVER L-R

top row: Erie Zulkifli, Gemma Ryde, Kaycee Chan
bottom row: Yui Hung, Basim Alsaleh, Sam Panapa, Bonnie Pang
WELCOME

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 and Nutrition Sciences. 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 and Nutrition Sciences 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 and Nutrition Sciences 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 and Nutrition Sciences and I hope you find your experiences in the School exciting and rewarding.

Andrew Cresswell
## Welcome

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1 INTRODUCTION

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.

As a RHD student you will find that you will frequently have to satisfy both Graduate School criteria and School of Human Movement and Nutrition Sciences criteria in relation to the same issue. Typically our internal processes require you to demonstrate to HMNS that you have satisfied the requirements of the Graduate School, then your research team and the Post-graduate coordinator (PGC) are in a position to notify the Graduate School of your ability to meet the requirement.

For example; the Graduate School are notified that you have passed the confirmation milestone through the submission of a Milestone Attainment Form signed by you, your Principal Advisor and the PGC. However, in order for the PGC to sign this form you will have produced a portfolio of your work, submitted a budget, made an oral presentation of your research and participated in an interview discussion about your research to a review panel.

This is why the Graduate School asks that students do not forward forms directly to the Graduate School, instead all forms are sent to the Postgraduate Administrative Officer (PGAO) who is responsible for communicating with the Graduate School on your behalf.

But please remember, all correspondence relating to RHD candidature is sent to your 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.
2 UNIVERSITY OF QUEENSLAND — POSTGRADUATE STUDENTS

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

2.1 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

2.2 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

2.3 POLICIES AND PROCEDURES

The UQ Policy and Procedures Library (PPL) is the central UQ repository for approved policies, procedures, guidelines and forms. Important policies to be familiar with include:

- Student Grievance Resolution — Policy Number: 3.60.02
- Postgraduate Research Student Charter — Policy Number: 4.60.02
- Student Charter — Policy Number: 3.60.01
2.4 SUPPORT AND 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.

- RHD Student e-newsletter
- Getting Started: ID card, Enrolment & Induction
- Finding accommodation
- Assistance on campus: Student Centre, Student Help on Campus & Student Services
- Office Space & Postgraduate Study Space
- Library Support
- UQ Sport
- Student Charter
- Postgraduate Meeting Place for Indigenous students
- Employment
- Thesis Hub

2.5 CAREER DEVELOPMENT FRAMEWORK
The Graduate School’s Career Development Framework, CDF, provides directed, experiential learning to help connect you with industry. It ensures that upon completion of your research degree you are well-rounded, with the necessary leadership, professional and research skills that will enhance your career prospects and help shape you into a future knowledge leader.

It was developed in consultation with industry and aims to aid in the transfer of knowledge between researchers and business by supporting your studies and preparing you for careers beyond academia.

The CDF provides a holistic approach to research training. While recognising the excellent disciplinary training provided as part of the UQ research degree, it allows you to undertake additional training in the following three key areas:

- Transferrable Skills
- Professional Skills
- Research Skills

Training covers topics such as research integrity, networking, communication skills and inter-cultural communication, writing skills, teamwork, CV writing, entrepreneurship, business acumen, resilience and emotional intelligence. Training can be found at the CDF Graduate School website.
It also links in with UQ’s Commercialisation arm, Uniqest, one of Australia’s largest and most successful university technology transfer companies and provides training in critical areas such as intellectual property management and commercialisation.

Directed, experiential learning is the primary focus of the program which comprises several practical elements including:

- Placements in industry and government
- Networking Events with industry and government representatives
- Mentoring opportunities with industry and government mentors
- Output focused workshops, together with keynote plenary sessions and online training tools
- International and domestic travel grants to undertake short term research training or conference presentations

2.6 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](http://www.sss.uq.edu.au) for further information.

Please be advised that from 1 January 2015 the University will commence charging the SSAF to RHD students and a SSAF charge will appear as an item on student invoices.

*International and domestic Research Higher Degree students*

In 2015, UQ will levy the SSAF according to your mode of attendance (internal/remote) and enrolment load (full-time/part-time).

<table>
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<tr>
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<th>Full-time internal</th>
<th>Part-time internal</th>
<th>Remote</th>
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<tr>
<td>Research Quarter 1</td>
<td>$71</td>
<td>$53</td>
<td>$27</td>
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<tr>
<td>Research Quarter 2</td>
<td>$71</td>
<td>$53</td>
<td>$27</td>
</tr>
<tr>
<td>Research Quarter 3</td>
<td>$71</td>
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<td>$27</td>
</tr>
<tr>
<td>Research Quarter 4</td>
<td>$71</td>
<td>$53</td>
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*RHD students enrolled in more than one program/career in 2015*

If you are enrolled in an MPhil/PhD and concurrently enrolled in a coursework program, you will be charged separately for each program to a maximum of $286 for the academic year.

*RHD students are not charged a SSAF for enrolment in approved non-award courses.*


2.7 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 and Nutrition Sciences 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](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/](https://www.library.uq.edu.au/training/) (UQ username and UQ password required)

Contact the Liaison Librarian for Human Movement and Nutrition Sciences 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](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](http://www.library.uq.edu.au/services/remotestudents.html)
2.7.1 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

2.8 PERSONAL ACCIDENT INSURANCE
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.

Please refer to the University’s Accident Insurance Business Services at http://www.admin.uq.edu.au/bs/
3 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.

3.1 ETHICS

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.

3.2 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.

Applications submitted through UQRI should allow for a processing time of about 8 weeks for Full Review.
For UQ Research and Innovation contact information, please see the staff contact list

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

3.3 HMNS Ethics Guidelines
The School of Human Movement and Nutrition Sciences has an ethical review mechanism to review research protocols from its students up to the level of, and including, PhD.

FOR FURTHER INFORMATION REFER TO http://www.hms.uq.edu.au/current-students/postgraduate-rhd-students/ethics-guidelines[LH1]

One hard copy of the forms should be sent to A/Prof. Guy Wallis, HMNS Building, Room 427A, University of Queensland, Qld 4072 and an electronic copy to gwallis@uq.edu.au. Please allow between 2–4 weeks for processing.[LH2]

HMNS 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 and Nutrition Sciences Ethics Officer on 3365 6108.”

3.4 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.

3.5 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).

### 3.6 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.
4 SCHOOL OF HUMAN MOVEMENT AND NUTRITIONAL SCIENCES

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.

4.1 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 coordination is managed by the Postgraduate Coordinator and Deputy Postgraduate Coordinator. Milestone chairs are selected from the RHD Review Group. 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 four times each year.

4.2 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 HMNS 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.

The 2015 Committee members are:

<table>
<thead>
<tr>
<th>Position</th>
<th>Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postgraduate Executive:</td>
<td>Luciana Torquati, James Devin, Hamish McGorm</td>
</tr>
<tr>
<td>Research representative:</td>
<td>Kirstin Morris</td>
</tr>
<tr>
<td>Teaching &amp; Learning representative:</td>
<td>Megan Gilchrist</td>
</tr>
</tbody>
</table>
4.3 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.
5 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.

5.1 ENROLMENT – mySI-NE T

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.

5.2 MANAGING YOUR CANDIDATURE - FORMS

There are multiple forms that you will be required to complete during your research higher degree. These forms are all listed at http://www.hms.uq.edu.au/current-students/postgraduate-rhd-students/. Frequently used forms can also be found on the HMNS website Postgraduate RHD Students. Should you have any queries or require help obtaining signatures, please do not hesitate to the PGAO at hmns.rhd@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?

Please do not send forms directly to the Graduate School, all forms should be sent to the PGAO for forwarding on your behalf.
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

### 5.3 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](mailto:).


### 5.4 Key Contacts

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

#### 5.4.1 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 hmns.rhd@uq.edu.au

#### 5.4.2 The Postgraduate Coordinator and Deputy Postgraduate Coordinator

The Postgraduate Coordinator (PGC) and Deputy PGC, are experienced members 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 and Deputy PGC advise 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 Glen Lichtwark or A/Prof Murray Phillips at hmns.rhd@uq.edu.au

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

For enquires about PhD or MPhil: Admission / Progress with application / Scholarships;
② +61 7 334 60522 or +61 7 334 60523  📧 admissions@gradschool.uq.edu.au

For enquiries about PhD or MPhil: Candidature issues / progress milestones / Changes to candidature (e.g. change of advisor; leave of absence);
② +61 7 334 60527  📧 candidature@gradschool.uq.edu.au

For enquiries about PhD or MPhil thesis: Submission / Progress / Examination / Award of degree
② +61 7 334 60531  📧 thesis@gradschool.uq.edu.au

For enquiries about Graduate School skills training, events and communications
② +61 7 334 60508  📧 uqadvantage@gradschool.uq.edu.au
6 MILESTONES

6.1 CONFIRMATION

MPhil – 6 months after commencing (or full-time equivalent)
PhD – 12 months after commencing (or full-time equivalent)

Your milestone due date is found on your mySI-net account. [https://www.sinet.uq.edu.au](https://www.sinet.uq.edu.au)

Refer to the Candidature link under the Research tab.

You are expected to complete the milestone within 1 month of the due date. Extensions are available if you are unable to meet the deadline, however applications for extension must be made 2 weeks before the due date. Extensions are discussed in more detail below.

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.

For each milestone there will be HMNS requirements and Graduate School requirements.

6.1.1 HMNS Requirements:

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.

TO DO:
Begin at least 7 weeks before your due date.
- Consult with your Advisory team to choose an external reviewer (initial contact is usually made by your Principal Advisor)
- Consult with the PGAO to find a Chair for your colloquium
- Consult with the PGAO to make a room booking
- When the date and venue for your colloquium has been set, please email a meeting request to all attendees and pgrad.enquiries@hms.uq.edu.au. (This will ensure a reminder automatically pops up in the calendars of those attending.)
- Complete the Confirmation of Candidature form.
- Pre-fill Confirmation Feedback from Principal Advisor form and forward to your Principal Advisor.
- Prepare a portfolio, budget and presentation of you work as per the guidelines attached to the Confirmation of Candidature form.
- It is strongly recommended that you make an appointment with the Chair of your Confirmation before your colloquium to discuss any confidential issues or concerns you may have with your advisory team or project if necessary. The PGAO will be able to help with this.

Running Order and Procedures for Colloquia/Confirmation meetings
1. Chair welcomes everyone and explains the process to the assembled group
2. The confirmation meeting begins with the presentation by the candidate, 15-20 minutes maximum.
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 the room.
5. The review committee then discuss the presentation and progress with the advisory team but with the candidate absent.
6. The Chair determines if there are emerging themes to the questions/issues the panel have raised and divides the questions among the panel.
7. The candidate is then invited back into the room and the Chair should lead the feedback discussion. This session is recorded on the voice recorder.
8. 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.
9. Candidate leaves the room for decision-making.
10. Candidate debrief and recommendations and document signing.
11. The meeting concludes with a final session (all review group present) to inform the candidate of the outcome of the confirmation process.

START PREPARING EARLY
You need:
Confirmation Candidate Form
Confirmation Feedback Form
Milestone Attainment Form
A Portfolio including a budget
An external reviewer
A date
Contact the PGAO for:
Chairperson
And a Room
You may like to refer to the Confirmation Milestone Chair document in the appendix to see what is expected of a Chairperson.

6.1.2 GRADUATE SCHOOL Requirements:
To inform the Graduate School of the outcome of your milestone you will also complete the Milestone Attainment Form. This is signed by you and your Principal Advisor at Confirmation. It is then forwarded to the PGAO. After consultation with the Chair of your colloquium and a review of your documents the PGC will endorse the outcome and inform the Graduate School.

As per RHD policy, your milestone attainment cannot be assessed and approved by the Graduate School without the completion of the Research and Integrity Module. Please note that completion of this module is compulsory. Information about the Research and Integrity Module is available on the Epigeum website. You can complete the module on Blackboard and instructions for completing the module through Blackboard are available here. You will need to log in using your student email address and pass the module assessment with a score of at least 80% to successfully complete the module.

6.1.3 EXTENSIONS
If you need more time to attain your milestone consider applying for an extension or going on interruption. Extensions are granted for research-related delays. Interruptions are granted for delays due to personal circumstances. Depending on when you commenced your RHD program different extension rules apply, but in most situations extensions are granted for 3 months (or the full-time equivalent). There is a limit on how many extensions you can have and how long you can take to complete your RHD. For more information policy please refer to: https://ppl.app.uq.edu.au/content/4.60.05-research-higher-degree-candidature-progression-and-development#Policy

6.2 MID-CANDIDATURE REVIEW
START the process 6-7 weeks before your due date. Remember—there is an internal HMNS requirement which precedes notification to the Graduate School that you have achieved this milestone.

Your milestone due date are found on your mySI-net account. https://www.sinet.uq.edu.au Refer to the Candidature link under the Research tab.
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

6.2.1 HMNS Requirements:
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.

TO DO:
Begin at least 7 weeks before your due date.
YOU NEED FEEDBACK FROM YOUR REVIEWERS BEFORE YOUR DEADLINE. YOU MUST GIVE THE PGC TIME TO REVIEW THE FEEDBACK BEFORE THE DEADLINE.
- Complete the HMNS Mid-Candidature Review Form, prepare a portfolio of your work, attached a feedback form and send a copy of all to your reviewers.
- Refer to the guidelines attached to the HMNS Mid-Candidature Review form for information on your portfolio.
- When you receive your feedback forward a copy together with the HMNS Mid-Candidature Review and your portfolio to the PGAO. This will be sent you the PGC for final assessment.

6.2.2 GRADUATE SCHOOL Requirements:
To inform the Graduate School of the outcome of your milestone you will also complete the Milestone Attainment Form. This is signed by you and your Principal Advisor and forwarded to the PGAO. After reviewing your documents and the feedback from your reviewers the PGC will endorse the outcome and inform the Graduate School.

6.2.3 EXTENSIONS
If you need more time to attain your milestone consider applying for an extension or going on interruption. Extensions are granted for research-related delays. Interruptions are granted for delays due to personal circumstances.
Depending on when you commenced your RHD program different extension rules apply, but in most situations extensions are granted for 3 months (or the full-time equivalent). There is a limit on how many extensions you can have and how long you can take to complete your RHD. For more information policy please refer to: [https://ppl.app.uq.edu.au/content/4.60.05-research-higher-degree-candidature-progression-and-development#Policy](https://ppl.app.uq.edu.au/content/4.60.05-research-higher-degree-candidature-progression-and-development#Policy)
6.3 **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.

**START the process 6-7 weeks before your due date.**

Remember – there is an internal HMNS requirement which precedes notification to the Graduate School that you have achieved this milestone.

Your milestone due date are found on you mySI-net account. [https://www.sinet.uq.edu.au](https://www.sinet.uq.edu.au)

Refer to the Candidature link under the Research tab.

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6.3.1 **HMNS Requirements:**

The thesis review milestone enables the school to collectively determine that your thesis will be ready for assessment by the expected due date or determine a new submission date. It also assures all parties of the scope, originality and quality of the thesis and is used to determine any major concerns that need attention before submission.

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 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.

**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.

A portfolio of your work is prepared and forwarded to your review panel – advisory team, external reviewer and the PGC, please cc a copy to pgrad.enquiries@uq.edu.au.

A review feedback form must be attached to your portfolio. The feedback is returned to pgrad.enquiries@uq.edu.au

**TO DO:**

Begin at least 7 weeks before your due date.

YOU MUST GIVE THE PGC TIME TO REVIEW THE FEEDBACK FROM YOUR REVIEWERS BEFORE THE DEADLINE.

- Complete the HMNS Thesis Review Form, prepare a portfolio of your work, attached a feedback form and send a copy of all to your reviewers.
- Refer to the guidelines attached to the HMNS Thesis Review form for information on your portfolio.
- When you receive your feedback forward a copy together with the HMNS Thesis Review and your portfolio to the PGAO. This will be sent you the PGC for final assessment.

6.3.2 GRADUATE SCHOOL Requirements:

To inform the Graduate School of the outcome of your milestone you will also complete the Milestone Attainment Form. This is signed by you and your Principal Advisor and forwarded to the PGAO. After reviewing your documents and the feedback from your reviewers the PGC will endorse the outcome and inform the Graduate School.

6.3.3 EXTENSIONS

If you need more time to attain your milestone consider applying for an extension or going on interruption. Extensions are granted for research-related delays. Interruptions are granted for delays due to personal circumstances. Depending on when you commenced your RHD program different extension rules apply, but in most situations extensions are granted for 3 months (or the full-time equivalent). There is a limit on how many extensions you can have and how long you can take to complete your RHD. For more information policy please refer to: [https://ppl.app.uq.edu.au/content/4.60.05-research-higher-degree-candidature-progression-and-development#Policy](https://ppl.app.uq.edu.au/content/4.60.05-research-higher-degree-candidature-progression-and-development#Policy)
7 THESIS SUBMISSION

7.1 DUE DATE
Your milestone due date are found on you mySI-net account. https://www.sinet.uq.edu.au

Refer to the Candidature link under the Research tab.

7.1.1 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>
</tr>
</tbody>
</table>

7.1.1 EXTENSIONS

If you need more time to attain your milestone consider applying for an extension or going on interruption.

Extensions are granted for research-related delays. Interruptions are granted for delays due to personal circumstances. It is more complicated to go on interruption in the last 3 months of your candidature however please speak to the PGAO for solutions.

For more information policy please refer to: https://ppl.app.uq.edu.au/content/4.60.05-research-higher-degree-candidature-progression-and-development#Policy

7.2 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.

For information on
• 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 and
• Submitting without Principal Advisor’s approval

7.3 NOMINATION OF 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. A copy of your abstract is also required (draft is suitable).

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.

7.4 THESIS SUBMISSION FORM
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.

7.5 UPLOADING TO ESPACE
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. All UQ RHD theses are to be submitted via UQ eSpace.

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.

7.5.1 Upload
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.
• 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.

7.6 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.
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**
- 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.

**Minor 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

7.7 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.

7.8 THESIS CONFIDENTIALITY

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.

Updated 29/3/15
7.9 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.

7.10 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

7.11 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.

7.11.1 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.

7.11.2 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.
7.12 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.
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.

8.1 GUIDANCE ON TUITION FEES FOR INTERNATIONAL RHD STUDENTS

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.

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>

8.1.1 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.

8.1.2 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.

8.1.3 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.

8.1.4 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.

8.2 SCHOLARSHIPS
A small number of School scholarships 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 Scholarships and Prizes for Future Postgraduate Research students.

In 2015 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.

8.2.1 Recommended Submission Dates for 2015

<table>
<thead>
<tr>
<th></th>
<th>ROUND 1</th>
<th>ROUND 2</th>
<th>ROUND 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last day to submit your application to school/institute</td>
<td>14 Jan</td>
<td>20 May</td>
<td>9 Sept</td>
</tr>
<tr>
<td>Deadline for outstanding conditions to be met</td>
<td>6 Mar</td>
<td>10 Jul</td>
<td>30 Oct</td>
</tr>
<tr>
<td>Official notification about your scholarship application</td>
<td>10 Apr</td>
<td>14 Aug</td>
<td>4 Dec</td>
</tr>
</tbody>
</table>


Scholarship conditions can be found on the Graduate School Scholarship page.

8.2.2 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.
8.2.3 HMNS Travel Research Scholarships

8.2.3.1 Dr Alf Howard International Travel Scholarship
As a result of a generous bequest the estate of Dr Alf Howard AM, a $4500 scholarship is awarded annually to allow a RHD student from HMNS to undertake international travel which will improve the quality of the recipients’ research. Applications close on the last Wednesday of August. More information can be found at Dr Alf Howard International Travel Scholarship.

8.2.3.2 HMNS Research Student Travel Award
Support is available through the “HMNS Research Student Travel Awards” to attend academic meetings of international standing. Three awards are distributed twice a year. The awards are valued at 1 x $500 and 2x $250. Applications close on the second Wednesday of March and the second Wednesday of September each year. More information can be found at "Conf 82" SHMS Research Student Travel Awards.

8.3 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) 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 enrols, 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 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.

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 Head of School 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. RHD student conference travel funding
   a. New RHD students and those who have not yet been through confirmation (at August 1, 2014) may now receive $500 towards conference travel (national or international). This needs to be requested in the confirmation budget. The student needs to be presenting at the conference and the primary advisor needs to support the request.
   b. Post-confirmation RHD students (from August 1, 2014) may amend their budget (with approval of their primary advisor and the postgraduate coordinator) and re-allocate $500 towards conference travel (national or international).

4. All expenditure against a given postgraduate student’s allocation requires the authorisation of the student’s advisor and must remain within the total amount approved at Confirmation. No expenditure will be permitted without advisor authorisation. If changes to the budget mean that the total expenditure exceeds what was approved at Confirmation, approval will be required from both the Principal Advisor and the PGC.

5. Postgraduate students should be aware that expenditure above the maximum amount for the program of study ($3000 for PhD and $2000 for MPhil) 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.

Amendments to budgets post-confirmation should be emailed to hmns.rhd@uq.edu.au for approval by their primary advisor.
8.4 **Annual Post Graduate Stradbroke Island Conference Funding**

RHD students can now obtain up to $100 to support their attendance at the "Stradodie Conference" (previously $50). This is separate to the $500 conference travel. Other rules around this funding (pre-confirmation and only may be obtained once) remain.

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.

8.5 **Other Forms of Financial Assistance**

Postgraduate students in Human Movement and Nutrition Sciences 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.

8.5.1 **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](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. HMNS RHD students will be notified in advance when this professional development day will occur via email to hmns.pgradadmin@uq.edu.au. If you are not on this email list or are unsure if you are on this email list, please contact IT Support (itsupport@hms.uq.edu.au) to have your email address added.

8.5.2 **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).

8.5.3 **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 and Nutrition Sciences Building list available employment opportunities when they become available for Human Movement and Nutrition Sciences 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.
8.5.4 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 HMNS Research Higher Degree Students in Appendix D (see p. Error! Bookmark not defined.).

8.6 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. (refer to useful contacts)

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.
- 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 be available for use.
- 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.
9.1 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:

a. 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).

b. 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.

9.2 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 and Nutrition Sciences Building, soon after the two mail deliveries each working day (at approximately 9:45 am and at 2.15 pm). There are postgraduate pigeon holes 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 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.
9.3 **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.**

9.4 **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.

9.5 **Use of School Photocopi**
Photocopy usage for postgraduate students is located on the 4th level.

9.6 **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 HMNS 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.

9.7 **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.

9.8 **Access to Facilities**
Contact the Technical Manager, Rob Bryant (r.bryant@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 HMNS. 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 the Technical Manager.

9.8.1 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.

9.8.2 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 — hmns@uq.edu.au

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

9.8.3 Biochemistry Laboratory—Room 318
The Senior Scientific Officer, Gary Wilson, (g.wilson2@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.

9.8.4 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 (hmns@hms.uq.edu.au). Equipment required for procedures conducted in these laboratories can be borrowed from the School Attendant [GL8] 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.

9.8.5 Connell Teaching Gymnasium—Room 233
The Connell Teaching Gymnasium can be booked through hmns@uq.edu.au. General conditions of use include:

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

9.8.5.1 Other HMNS Laboratories and Rooms
The following laboratories and rooms can also be booked at hmns@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.

9.8.6 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.

9.8.7 Equipment
• Postgraduate students may reserve equipment by contacting the School Attendant (Room 129), via email schoolattendant@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 HMNS 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.
9.8.8 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 (r.bryant@uq.edu.au) or Senior Scientific Officer, (g.wilson2@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 VO_2 data during their studies must first be trained to use the necessary equipment. Accreditation will normally consist of instruction sessions and at least one VO_2max demonstration session. Once students have demonstrated sufficient competency, they will then be able to perform VO_2max tests without direct supervision. Training instruction and assessment is by arrangement with the Senior Scientific Officer (g.wilson2@uq.edu.au).

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

9.10 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

9.11 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.

9.12 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.

9.13 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);
  - 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 HMNS Laboratories and/or access to specialised HMNS equipment after hours.

9.14 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 desktop or laptop computer. A list of options is available from the PGAO.

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

The 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 against the purchase price of the different system.

All 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.

9.14.1 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 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 computer.

9.14.2 Ownership

The computer remains the property of UQ.

9.14.3 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.

9.14.4 Return of the Laptop Computer to the School

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

- Student concludes their studies (e.g. graduation or withdraws)
- The student’s mode of study changes (e.g. 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 computer following a change of status. This decision will be made by the HOS or delegated authority.
9.14.5 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.

9.14.6 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 and Nutrition Sciences 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

9.14.7 Access to IT Support
Call the IT Service Desk or send an email to help@its.uq.edu.au [GL10]. Please note that we do not provide IT support for privately owned computers. IT Support is focused on Windows 7 64 Bit and Apple OSX 10.7 and newer.

9.14.8 Access to IT resources
Students using computers owned by HMNS 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 help@its.uq.edu.au [GL11][SG12].

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.

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

9.14.10 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

9.15 FIRE SAFETY AND EVACUATION PROCEDURES
9.16 **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 HMNS 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.

9.17 **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.

9.18 **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 and Nutrition Sciences. 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 and Nutrition Sciences Building Warden and Deputy (see below).
- Human Movement and Nutrition Sciences Floor Wardens (see below).
- All individuals working within the School of Human Movement and Nutrition Sciences.

<table>
<thead>
<tr>
<th>Fire Wardens</th>
<th>Staff</th>
<th>Telephone</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of School Building Warden</td>
<td>Prof. Andrew Cresswell</td>
<td>Ext. 56241</td>
<td>Room 536A</td>
</tr>
<tr>
<td>Deputy Building Warden</td>
<td>Rob Bryant</td>
<td>Ext. 56820</td>
<td>Room 132</td>
</tr>
<tr>
<td></td>
<td>Chris Goninon</td>
<td>Ext. 56113</td>
<td>Room 518</td>
</tr>
</tbody>
</table>
9.18.1 Emergency Telephone Numbers
UQ Emergencies (24/7)  Ext. 53333
UQ Health Service (8am–5pm)  Ext. 56210

9.18.2 Action taken by Floor Wardens

Before fire or emergency

Floor Wardens should:

1. 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).
2. Ensure that staff are conversant with these Emergency Evacuation Procedures and the correct use of fire fighting and emergency equipment.
3. 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.
4. Ensure that fire fighting and emergency equipment is in its correct position (as shown on the displayed floor plans) and ready for use.
5. Ensure that passageways and exits are kept clear at all times.
6. Ensure that notices required by these Procedures are kept current and prominently displayed.

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

1. Check the source, type and severity of the emergency.
2. Order the evacuation of the floor if necessary.
3. 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.
4. 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.
5. Ensure that all necessary assistance is given to disabled and other persons in need of special care.
6. 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.
7. Make a thorough search of the whole floor or area to ensure that no persons remain — provided that it is safe to do so.
8. Advise the Building Warden/s when evacuation is completed.
9. 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**


**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 HMNS 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.

9.18.3 Emergency alarm system and exits

There is one fire alarm system currently located on level 1 in the HMNS 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 HMNS building across Blair Drive near the UQ Sport Basketball Court.

9.18.4 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 WARREN 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.

### 9.19 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/).

### 9.20 UNIVERSITY POLICY ON ACCIDENTS AND INJURIES ON CAMPUS


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/](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/ Injury/ Incident Forms and the School Safety Manual are available from Mr Gary Wilson (ph 3365 6445, g.wilson2@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, s.tweedy@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, g.wilson2@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 and Nutrition Sciences Building for the preparation of ice-packs, as required.
## 10 USEFUL CONTACTS

### 10.1 PROFESSIONAL STAFF AND RESPONSIBILITIES

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

<table>
<thead>
<tr>
<th>Name/Role</th>
<th>Office Hours</th>
<th>Email address</th>
<th>Room/Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sally Goodwin (PGAO)</td>
<td>8:30–2:45 M–Th</td>
<td><a href="mailto:hmns.rhd@uq.edu.au">hmns.rhd@uq.edu.au</a>      <a href="mailto:s.goodwin1@uq.edu.au">s.goodwin1@uq.edu.au</a></td>
<td>Room: 517 Phone: + 61 7 336 56764</td>
</tr>
<tr>
<td>Sandrine Kingston-Ducrot (Senior Administrative Officer – Research)</td>
<td>8:30–4:30 M–F</td>
<td><a href="mailto:hmns.pub@uq.edu.au">hmns.pub@uq.edu.au</a>      <a href="mailto:s.ducrot@uq.edu.au">s.ducrot@uq.edu.au</a></td>
<td>Room: 517 Phone: + 61 7 336 56877</td>
</tr>
<tr>
<td>Rachel Scott (Student Admin Officer)</td>
<td>9:00–5:00 M–F</td>
<td><a href="mailto:hmns@uq.edu.au">hmns@uq.edu.au</a></td>
<td>Room: 539 Phone: + 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>Room: 518 Phone: + 61 7 3365 6113</td>
</tr>
<tr>
<td>Rita Fisher/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>Room: 539 Phone: + 61 7 336 56240</td>
</tr>
<tr>
<td>Bridget Sondergeld (Receptionist)</td>
<td>8.30–4.30 M–F</td>
<td><a href="mailto:hmns@uq.edu.au">hmns@uq.edu.au</a></td>
<td>Room: 539 Phone: + 61 7 336 56240</td>
</tr>
<tr>
<td>Joyce Watson (Admin Officer)</td>
<td>8:00–4:00 M–F</td>
<td><a href="mailto:jk.watson@uq.edu.au">jk.watson@uq.edu.au</a></td>
<td>Room: 539 Phone: + 61 7 334 6964</td>
</tr>
<tr>
<td>Lyn Hughes/Gail Stewart (PA to Head of School)</td>
<td>8.45–4.45 M–F</td>
<td><a href="mailto:hmns.execassistant@uq.edu.au">hmns.execassistant@uq.edu.au</a></td>
<td>Room: 536 Phone: + 61 7 336 56241</td>
</tr>
<tr>
<td>Kirsty Harris (Finance)</td>
<td>9:00–2:15 M–Th</td>
<td><a href="mailto:hmns.accounts@uq.edu.au">hmns.accounts@uq.edu.au</a></td>
<td>Room: 237 Phone: + 61 7 334 67481</td>
</tr>
<tr>
<td>Debbie Hendle (Finance)</td>
<td>9:00–5:00 W–F</td>
<td><a href="mailto:hmns.accounts@uq.edu.au">hmns.accounts@uq.edu.au</a></td>
<td>Room: 237 Phone: + 61 7 336 56655</td>
</tr>
<tr>
<td>Diana Dragisic (Finance)</td>
<td>8:30–4:30 M–W</td>
<td><a href="mailto:hmns.accounts@uq.edu.au">hmns.accounts@uq.edu.au</a></td>
<td>Room: 237 Phone: + 61 7 336 56849</td>
</tr>
<tr>
<td>Katy Bulowski (Finance)</td>
<td>8:30–4:30 Th–F</td>
<td><a href="mailto:hmns.accounts@uq.edu.au">hmns.accounts@uq.edu.au</a></td>
<td>Room: 237 Phone: + 61 7 336 56655</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>Room: 517 Phone: + 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:r.bryant@uq.edu.au">r.bryant@uq.edu.au</a></td>
<td>Room: 241 Phone: + 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:g.wilson2@uq.edu.au">g.wilson2@uq.edu.au</a></td>
<td>Room: 318D Phone: + 61 7 336 56445</td>
</tr>
<tr>
<td>Rick Lambe (School Attendant)</td>
<td>8:00–4:00 M–F</td>
<td><a href="mailto:schoolattendant@uq.edu.au">schoolattendant@uq.edu.au</a></td>
<td>Room: 133 Phone: + 61 7 336 56877</td>
</tr>
<tr>
<td>IT Support Officer</td>
<td>email only</td>
<td><a href="mailto:help@its.uq.edu.au">help@its.uq.edu.au</a></td>
<td></td>
</tr>
</tbody>
</table>

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 and Nutrition Sciences Building. Staff may also be contacted by telephone through the general School office line (phone + 61 7 3365 6240)
### 10.2 Quick Help Guide

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<th>STAFF</th>
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<td>Stationery ordering</td>
<td>Bridget Sondergeld</td>
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<tr>
<td>Reception</td>
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<td>Building</td>
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<tr>
<td>Room Bookings</td>
<td>Bridget Sondergeld</td>
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<tr>
<td>Signage</td>
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<tr>
<td>Room Allocation</td>
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<td>Reporting of damage/Building</td>
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<td>Gymnasium, Labs</td>
<td></td>
</tr>
<tr>
<td>Computers/IT/Printers</td>
<td></td>
</tr>
<tr>
<td>IT Help desk</td>
<td><a href="mailto:help@its.uq.edu.au">help@its.uq.edu.au</a></td>
</tr>
<tr>
<td>Finance (Email address:</td>
<td></td>
</tr>
<tr>
<td><a href="mailto:hmns.accounts@uq.edu.au">hmns.accounts@uq.edu.au</a>)</td>
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<tr>
<td>Travel applications/Reports</td>
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<tr>
<td>Reimbursements</td>
<td>Diana Dragisic/Katy Bulowski</td>
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<td>Casual salary payments</td>
<td>Deb Hendle/Diana Dragisic</td>
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<td>Accounts payable/orders</td>
<td>Deb Hendle/Diana Dragisic</td>
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<td>Diana Dragisic/Katy Bulowski /Deb Hendle/Kirsty Harris</td>
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<tr>
<td>Pre/Post colloquium funds</td>
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<tr>
<td>Financial Delegates</td>
<td>Kirsty Harris/Chris Goninon/Andrew Cresswell/Rob Bryant/Deb Hendle</td>
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<td>Personnel</td>
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<td>Induction of all new staff</td>
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<td>Casual salary issues</td>
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<td>Casual salary claims</td>
<td>Deb Hendle/Diana Dragisic</td>
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<td>Appointment of fixed term staff</td>
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<td>Appointment of continuing general</td>
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<td>Appointment of academic staff</td>
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<td><strong>Photocopiers</strong></td>
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<td>Toner, repairs, loading paper</td>
<td>Bridget Sondergeld</td>
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<td>Mass Photocopying</td>
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<td>Induction of Research Higher Degree students</td>
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<td>Administrative queries for RHD students</td>
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<td>Spending Pre/Post colloquium funds</td>
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<td>Organising mailouts for external courses</td>
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<th><strong>Research Matters</strong></th>
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<tr>
<td>Documentation of grant offers</td>
<td>Sandrine Kingston-Ducrot</td>
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<tr>
<td>School Research Report</td>
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<td>DIISR submissions</td>
<td>Sandrine Kingston-Ducrot</td>
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<td>Reporting of research grant accounts</td>
<td>Kirsty Harris</td>
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<td>Day-to-day finance for research grant expenditure</td>
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<td>Application information</td>
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<td>UQ Scholarship induction</td>
<td>Sally Goodwin</td>
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<td>HMNS Scholarship induction</td>
<td>Kirsty Harris</td>
</tr>
<tr>
<td>Payment issues</td>
<td>Kirsty Harris/RHD Office</td>
</tr>
<tr>
<td>Day-to-day accounting, orders, travel, petty cash</td>
<td>Deb Hendle/Diana Dragisic/Katy Bulowski</td>
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<tr>
<th><strong>School Support</strong></th>
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<tr>
<td>Production of HMNS Newsletter</td>
<td>Caroline Day</td>
</tr>
<tr>
<td>Support new staff &amp; visitors to the School</td>
<td>Chris Goninon/Lyn Hughes/Receptionist</td>
</tr>
<tr>
<td>Staff meeting support</td>
<td>Lyn Hughes</td>
</tr>
<tr>
<td>Exams officer</td>
<td>Nick Gilson</td>
</tr>
<tr>
<td>Exams facilitator</td>
<td>Senior Admin Officer/Academic Advisor</td>
</tr>
<tr>
<td>Integrity officer</td>
<td>Nick Gilson</td>
</tr>
<tr>
<td>Timetabling</td>
<td>Senior Admin Officer/Academic Advisor</td>
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<td>Ad hoc Room Bookings</td>
<td>Bridget Sondergeld</td>
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<td>Parking Bookings</td>
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<th><strong>RHD Student Services</strong></th>
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<tr>
<td>Advice and counselling to students</td>
<td>Sally Goodwin/ Glen Lichtwark/Murray Phillips</td>
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<td>Student records</td>
<td>Sally Goodwin</td>
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<th><strong>Telephones</strong></th>
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<td>Telephone line requests, access change</td>
<td>Rob Bryant</td>
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<th><strong>Vehicles</strong></th>
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<tr>
<td>Booking</td>
<td>Bridget Sondergeld</td>
</tr>
</tbody>
</table>
11 APPENDIX A - MILESTONES

11.1 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 and Nutrition Sciences

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 subdisciplines in HMNS.

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.

HMNS forms are available here.
<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>
</tr>
<tr>
<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>
</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>
</tr>
<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>
</tbody>
</table>
| Assessment process (e.g. written work is assessed by one or two appropriate academics not belonging to advisory team): | The confirmation committee will comprise:  
- 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);  
- at least one other active researcher from within the School but not involved in the student’s work; and  
- one academic with research expertise in a relevant area from outside the School. |
| --- | --- |
| 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. |
| Duration: (e.g. 20 or 30 minutes +/- ppt, visuals) | The presentation should be around 20 minutes in duration and can include power point slides. |
| Quality expectations (appropriate for audience, clear, easy to follow, free of jargon): | The presentation should be clear and concise. |
| Timing (before or after interview, submission of written work): | The oral presentation will take place at least 14 days following submission of the written document to the confirmation committee. |
| Assessment process (e.g. all school seminar academic staff attendees provide assessment): | 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. |
| "Straddie Conference" | It is also expected that candidates present at the “Straddie Conference” at least once in their candidature |
| Interview/Dialogue | Participants: An interview and discussion of the candidate’s research proposal will follow the oral presentation and be conducted by the confirmation committee. |
| 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 (before or after presentation): | The candidate will be interviewed immediately following the oral presentation. |
### Assessment process
(Participants discuss feedback to candidate and assessment report to Graduate School):

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 (e.g. formal written letter from School PGC, completed questionnaires by interview panel):

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 (e.g. within two weeks of last activity):

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

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

**School/Institute expectations for MPhil**

<table>
<thead>
<tr>
<th>Written work</th>
<th>Accepted formats:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The written document will include at least the following:</td>
</tr>
<tr>
<td></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>
</tr>
<tr>
<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>
</tr>
<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); 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>Word limit (if considered appropriate):</td>
<td>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.</td>
</tr>
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<td>--------------------------------------</td>
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<td>Quality expectations:</td>
<td>Timing: 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.</td>
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| Assessment process:                 | 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. |
<p>| Duration                             | Duration: The presentation should be around 20 minutes in duration and will normally include power point slides. |
| Quality expectations:                | Quality expectations: The presentation should be clear and concise. |
| Timing:                              | Timing: The oral presentation will take place at least 14 days following submission of the written document to the confirmation committee. |
| Assessment process:                 | 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. |</p>
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<tr>
<th><strong>Interview/Dialogue</strong></th>
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<td>• An interview and discussion of the candidate’s research proposal will follow the oral presentation and be conducted by:</td>
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<td>• the Postgraduate Coordinator or nominee (Chair);</td>
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<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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<tr>
<td></td>
<td>• at least one other active researcher from within the Faculty or University.</td>
</tr>
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<th><strong>Expected duration:</strong></th>
<th>The interview/discussion is likely to run for 60 minutes.</th>
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<th><strong>Assessment process:</strong></th>
<th>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.</th>
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<th><strong>“Straddie Conference”</strong></th>
<th>It is also expected that candidates present at the “Straddie Conference” at least once in their candidature</th>
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<tr>
<th><strong>Written Feedback</strong></th>
<th><strong>Format:</strong></th>
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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>
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<th><strong>Timing:</strong></th>
<th>The written summary and recommendations resulting from the confirmation will be sent to the candidate within two weeks following their oral presentation.</th>
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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.

HMNS forms are available here.

<table>
<thead>
<tr>
<th>WORK TO BE COMPLETED BETWEEN CONFIRMATION AND MID-CANDIDATURE REVIEW</th>
<th>School/Institute expectations for PhD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Written work</strong></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 timeline).</td>
</tr>
<tr>
<td>Accepted formats (e.g. thesis chapters, manuscript for publication, journal paper, poster, field report):</td>
<td></td>
</tr>
<tr>
<td>Approx volume of work expected to be completed:</td>
<td>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.</td>
</tr>
<tr>
<td>Quality expectations (advanced drafts, thesis outline):</td>
<td>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.</td>
</tr>
<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>
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</table>
### Oral work

<table>
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<tr>
<th>Accepted formats:</th>
<th>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.</th>
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</table>

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<tr>
<th>Duration (if considered appropriate):</th>
<th>An oral presentation, if needed, will last around 20 minutes.</th>
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<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>
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<tr>
<th>Timing:</th>
<th>An oral presentation, if requested by the milestone committee, will be required within one month of the written material having been submitted.</th>
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<tr>
<th>Assessment process:</th>
<th>Only the milestone committee (i.e., the confirmation committee) will be involved in considering the candidate’s work.</th>
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<tr>
<th>“Straddie Conference”</th>
<th>It is also expected that candidates present that the “Straddie Conference” at least once in their candidature.</th>
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### Interview/Dialogue

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<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>
</table>

<table>
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<tr>
<th>Expected duration:</th>
<th>The interview and discussion of the candidate’s work may take up to 60 minutes in duration.</th>
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<tr>
<th>Quality expectations:</th>
<th>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.</th>
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| Timing: | The interview and discussion with the candidate will take place immediately following the oral presentation. |
Assessment process: 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.

Written Feedback

Format:
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.

Timing: 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).

WORK TO BE COMPLETED BETWEEN CONFIRMATION AND MID-CANDIDATURE REVIEW

School/Institute expectations for MPhil

Written work Accepted formats: 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.
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<th>Quality expectations:</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>
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<td>Timing:</td>
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<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>
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<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>
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<td>Duration (if considered appropriate):</td>
<td>An oral presentation, if needed, will last around 20 minutes.</td>
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<td>Quality expectations:</td>
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<td>Timing:</td>
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<td>Timing:</td>
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<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.</td>
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<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. 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>
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.

Forms are available [here](#).

<table>
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<tr>
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<th>School/Institute expectations for PhD</th>
</tr>
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<tbody>
<tr>
<td><strong>Written work</strong></td>
<td>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><strong>Word limit (if considered appropriate):</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Quality expectations:</strong></td>
<td>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><strong>Timing:</strong></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>
</tbody>
</table>
### 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).

**Duration (if considered appropriate):**

**Quality expectations:**

**Timing:**

### 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 timeline 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.
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<tr>
<th><strong>Assessment process:</strong></th>
<th>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.</th>
</tr>
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<tbody>
<tr>
<td><strong>Written Feedback</strong></td>
<td><strong>Format:</strong> 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.</td>
</tr>
<tr>
<td><strong>Timing:</strong></td>
<td>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.</td>
</tr>
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**WORK TO BE COMPLETED BETWEEN MID-CANDIDATURE REVIEW AND THESIS REVIEW**

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<tr>
<td><strong>Assessment process:</strong></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>
<tr>
<td><strong>Oral work</strong></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 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).</td>
</tr>
<tr>
<td><strong>Interview/Dialogue</strong></td>
<td><strong>Participants:</strong> 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. <strong>Expected duration:</strong> If an interview is necessary, this could take 60 minutes.</td>
</tr>
<tr>
<td><strong>“Straddie Conference”</strong></td>
<td>It is also expected that candidate present at the “Straddie Conference” at least once in their candidature.</td>
</tr>
</tbody>
</table>
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 timeline 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 timeline 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 timeline 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.

11.1.1.1.1.1.1.1 IMPLEMENTATION PLAN FOR UQ PPL 4.60.05 ENDS HERE

Approved by the Graduate School 12/11/08

Updated 29/3/15
Appendix B—Confirmation Chair Guidelines and Feedback

Confirmation Milestone Chair Guidelines
School of Human Movement and Nutrition Sciences

Thank you for acting as Chair for the Confirmation milestone.

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 support 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.

Your role is to guide the colloquium and lead the interview/discussion of the student’s progress to date and help advise the student as they progress.

The colloquium will be attended by:

Chair
Student
Principal Advisory
Associate Advisor(s)
External reviewer

If the student is comfortable, other observers are welcome to watch the oral presentation component of the colloquium.

Two weeks prior to the colloquium the student will have provided you with a copy of their confirmation documents, these include:

- completed Confirmation Candidature Form
- an introduction which provides a clear statement of the research problem;
- a comprehensive Literature Review which shows that the student has sufficient critical, analytical and literary skills to develop and write a thesis;
- a Methodology chapter/section which must demonstrate that the student is aware of the procedural and ethical issues related to the work;
- a detailed time-line (writing, data collection, analysis etc.); and
- a complete and accurate set of references according to an acceptable academic style.
Confirmation Milestone Chair Guidelines
School of Human Movement and Nutrition Sciences

In addition, there needs to be a detailed budget outlining the resources required to complete the project within the funded period, and an assessment of how and where these might be accessed.

Immediately prior to the confirmation the Chair should make himself or herself available to the student and use the opportunity to assess the supervision and support the student is getting from their advisory team. It is the student’s responsibility to book an appointment with you 15 minutes before the colloquium is due to start.

Questions could include

- How often do you meet with your supervisor? Is it a regular meeting or ad hoc?
- Is it enough or not enough?
- Did they read the document/listen to your talk, and were you satisfied with the time and style of feedback in this process?
- Who do you go to day to day for help? What’s your relationship with the co-supervisor?

Running Sheet

The colloquium occurs in a series of stages as follows:

1. The confirmation meeting begins with the presentation by the candidate.
2. If applicable the observers/audience then leave the confirmation meeting.
3. The student asked to wait outside, the review committee then discuss the presentation and progress with the advisory team but with the candidate absent.
4. The Chair determines if there are emerging themes to the questions/issues the panel have raised and divides the questions among the panel.
5. The candidate is then invited back into the room and the chair should lead the feedback discussion. This session is recorded on the voice recorder.
6. The panel will then have a discussion with the student absent to ensure confirm the recommendations. In some instances, where it is clear that the candidate has excelled to meet the milestone requirements and there is strong support from each member, this step may not be required.
7. The meeting concludes with a final session (all review group present) to inform the candidate of the outcome of the confirmation process.

Some questions the panel might ask include;

- Although you have just given a talk, in one sentence what is the question you are seeking to answer? (And what is the hypothesised outcome?)
- Do you have a clear idea of the project and what you are aiming to find?
Confirmation Milestone Chair Guidelines
School of Human Movement and Nutrition Sciences

- Do you feel the project is moving forward? Why?
- What has been the most difficult aspect so far? Is it resolved?
- Specific Questions from assessors (Assessor 1 – go… // Assessor 2 – go…)

Discussions with the student should identify;

- professional development skills needed to solve the research problems raised by the project as well as for the candidate’s medium term career aspirations (career planning, review of teaching undertaken, etc)

In addition, if the student is using the confirmation to upgrade from an MPhil to a PhD the student and their supervisory team will have to satisfy you that;

1. the project hasn’t changed, but has increased in scope and duration appropriate for a PhD.
2. the advisory team and school have the resources to support the project for the extra 1-3 years of a PhD.
3. If the MPhil confirmation happened as per usual at 6 months FTE, sufficient progress were made to match the development of a PhD candidate who is normally confirmed after 12 months.
4. explain why they were not admitted into the PhD program in the first instance

Completing the CONFIRMATION - RECOMMENDATION FROM THE CHAIR form:

Checklist questions 1 – 8:
Answering ‘No’ to multiple items across Checklist 1-8 may warrant additional work to be done before approval and hence conditional approval would be required. In some instances, if there are serious concerns about the viability of the project (i.e. there are multiple areas of concern) it may be necessary to NOT approve the confirmation milestone.

Checklist questions 9 – 13:
Answering ‘No’ to items 9-13 may require remedial action (e.g. resubmit the budget to the chair, or further discussion on research plan with supervisory team), however approval should be considered unless there are substantial problems from 1-8.

If the recommendation is NOT milestone attained please discuss the decision with the PGC.

At the conclusion of the colloquium the Confirmation Recommendation form is completed and returned to the PGO along with the Voice Recorder.
CONFIRMATION – RECOMMENDATION FROM THE CHAIR

Student: ____________________________

Date of Confirmation: __/__/____

This form is completed and returned to the PGAO along with the voice recorder

<p>| | | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1. Do you believe the student has the direction, skills and guidance in place to progress to the next milestone?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>2. Does the Reviewer consider the proposed project is of sufficient scope for a PhD (or MPhil) and is feasible within the remaining timeframe?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>3. Is the theoretical approach, methodology and/or experimental design sufficient?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>4. Does the student have a sound grasp of the literature, conceptual background, objectives and hypotheses being tested?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>5. Have the relevant skills and techniques needed to solve the research problems raised by the project already been gained by the candidate?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>6. Has the student made sufficient progress in their experimental work and produced data of high quality?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>7. Has the student obtained the necessary ethical approvals? Please note that projects using secondary datasets are still required to obtain ethical approval at the School level.</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>8. Does the student have a clear idea of the next steps?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>9. Is the timetable for completion of the project reasonable?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>10. Is there a need for a contingency plan in the event of project difficulties?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>11. Has the student provided a copy of their budget?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>12. Is there sufficient financial assistance available for the completion of the project?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>13. Are appropriate facilities and equipment available?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

If you answered No to any of the above please provide additional information below:
CONFIRMATION – RECOMMENDATION FROM THE CHAIR

Outcome: Chairperson to tick the box and sign and date below

☐ Milestone Attained
☐ Milestone Extended to ___/___/____
☐ Conditional Approval* due date ___/___/____
☐ Change program ☐ MPhil to PhD ☐ PhD to MPhil
☐ Not Approved

*Conditions to be outlined in separate document

Chairperson Name ______________________________

Signature ____________________________________

Date ___/___/____

Please provide any specific feedback on the recommendation not outlined above, or the requirements for conditional approval;

_____________________________________________
RHD Candidate Checklist

Commencing Research Higher Degree Candidates
School of Human Movement and Nutrition Sciences

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

First Day

- If on-campus, complete the introductory checklist (over page). The Postgraduate Administrative Officer (PAGO) 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/. In particular, the Research Higher Degree Candidate Charter found at https://pplapp.uq.edu.au/content/4.60.62-research-higher-degree-candidate-charter
- 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://uconnect.net/helpdesk/student/email/redirect-mail/
- Locate essential facilities, including refectories, toilets, banks etc.

First Week

- Commence planning for your confirmation now. liaise with your academic advisor 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
- Familiarise yourself with the School of Human Movement and Nutrition Sciences website, including information for postgraduate students, policies and procedures available on Blackboard https://learn.uq.edu.au. You will be enrolled in the HMMNS RHD Students 2015 Community at http://www.hms.uq.edu.au/current-students/postgraduate-rhd-students
- 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 funding continuity.
- Ensure you are aware of the implications that third party involvement might have for your project
- Discuss ethical clearance for your proposed project in association with your academic advisor
- After receiving your enrolment notification from the UQ RHD Office, collect your student identification card from the Prentice Centre, Ground Floor, Prentice Building
- Liaise with Rob Bryant (technical Manager): rbryant@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 HMNS Marketing Officer to arrange a time for a photograph to be taken (caroline.doy@uq.edu.au)

First Month

- Seek advice from the UQ Union Legal Service on intellectual property (if required) http://www.uq.com.au/support-and-representation
- Enrol in UQ Library classes as appropriate, including EndNote and Database Searching
  http://www.library.uq.edu.au/
  http://www.library.uq.edu.au/hts/rhdstudy — this site is specifically for PHS RHD candidates
  http://www.library.uq.edu.au/services/remotestudents.html — for remote candidates’ access to UQ library facilities

Please note:

To ensure compliance with Graduate School policies, candidature forms must NOT be forwarded directly to the Graduate School — send completed forms to hms.rhd@uq.edu.au or hard copy
Introductory Checklist for RHD Postgraduates

School of Human Movement and Nutrition Sciences

(current March 2015)

On arrival, the following meetings will help your smooth transition into the School:

- Postgraduate Administrative Officer (PGAO)
  - Introduce yourself to the Postgraduate Administrative Officer (PGAO). You will need to complete the online induction http://www.uq.edu.au/gradschool/communications that triggers your admission, scholarship payments (if applicable), access to your student card, and UQ IT facilities. Sally will guide you through the following steps, and also introduce you to the HMS Postgraduate Coordinators (PGCs) (Dr. Glyn Lohwarka and A/Prof Murray Phillips) and your postgraduate representatives. If necessary, they will also introduce you to your advisors.
  - Room: 517
  - Phone: (TDC) + 61 7 3365 6764
  - Fax: +61 7 3365 5877
  - Email: hmnis.rhd@uq.edu.au

- Gary Wilson [Workplace Health and Safety]
  - Gary will explain procedures and take you through the WHS induction
  - Room: 315d
  - Phone: +61 7 3365 6445
  - Fax: +61 7 3365 5877
  - Email: g.wilson2@uq.edu.au

- IT Services
  - Computer access
  - Phone: +61 7 3365 5600
  - Email: help@be.uq.edu.au

- Rob Bryant [Security]
  - Rob will explain procedures to obtain access to the HMS Building
  - Room: 112
  - Phone: +61 7 3365 6820
  - Fax: +61 7 3365 6877
  - Email: r.bryant@uq.edu.au

- Kirsty Harris, Deb Hendle, Diane Dragic & Katy Bulowski [Finance]
  - See Deb for queries regarding finance and Kirsty for scholarship enquiries and payments
  - Room: 500
  - Phone: +61 7 3365 6655
  - Fax: +61 7 3365 6677
  - Email: hmnis.accounts@uq.edu.au

- Caroline Day [Marketing]
  - See Caroline to organise a time for her to take your photo
  - Room: 517
  - Phone: +61 7 3365 6764
  - Fax: +61 7 3365 6877
  - Email: caroline.day@uq.edu.au
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. For access to help tailored to RHD candidates, see http://www.uq.edu.au/student-services/postgraduate-research

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
http://www.uq.edu.au/grad-school/events-skills-training-students

Library

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. See http://www.library.uq.edu.au/research-support

Student Services

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

International Student Support

International Student Advisors 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. See http://www.uq.edu.au/grad-school/events

Student visas