School of Public Health

Research Higher Degree Information Booklet

THE UNIVERSITY OF QUEENSLAND
AUSTRALIA

CONTENTS

Message from Head of School Professor Charles Gilks 3
Overview of the School of Public Health 4
The SPH Research Higher Degree Program 5
RHD Administration within the School of Public Health 6
Postgraduate Coordinator (PGC) 6
Deputy Postgraduate Coordinator 6
Postgraduate Administration Officer (PGAO) 6
Research Quarters 7
Funding Information 7
Responsibilities of Advisors 9
Si-Net 11
Redirect Student Email 11
Leave 11
Ethics 13
School's Three Month Review (Six Month Review for part-time students) 14
Confirmation of Candidature 15
Mid-Candidature Review 17
Thesis Review 19
Thesis Submission 20
Presentation and preparation of thesis 21
PhD Planning Timeline 23
MPhil Planning Timeline 24
During Your Candidature 25
Three Minute Thesis Competition 25
Research Higher Degree Conference 25
Graduate Certificate in Higher Education 26
Policy and Procedures 27
UQ Graduate School 27
Other useful websites 27
Map of Hospital Campus 30

Message from Head of School
Professor Charles Gilks

Welcome to The University of Queensland and the School of Public Health.

The School is one of the leading Schools of Public Health in Australia and arguably among one of the top 15 Schools of Public Health in the world. The School has a very active research culture with over 100 academic researchers and most importantly over 100 Research Higher Degree students.

The School maintains strong local collaborations, particularly with Queensland Health and the Commonwealth Department of Health and Ageing, and has close links with international organizations such as the World Health Organization (WHO) and the World Bank, as well as with leading academic institutions worldwide all of which enhance Research Higher Degree student opportunities both during and after their studies with us.

The University of Queensland is the largest and oldest University in Queensland and is part of the Group of Eight and the global Universitas 21 alliance, and is consistently ranked in the top four universities in Australia in terms of research funding and other measures of research output and ranked 32nd in the world in the field of Life Sciences and Biomedicine. The School is based in one of the largest Faculties of Health Sciences in the country. It encompasses a broad range of health professions that facilitates the interdisciplinary collaborations required for internationally competitive research, forging strategic partnerships and preparing the public health leaders of tomorrow through the pursuit of academic excellence.

We look forward to working with you to ensure your program of study at the School is exciting, challenging, rewarding and enjoyable.

Best wishes

Professor Charles Gilks

Head – School of Public Health

The University of Queensland

Overview of the School of Public Health

Established in 2001, the School of Public Health (SPH) at The University of Queensland has grown to become one of the region's leading centres for research and teaching in public and School health. SPH staff work on projects researching some of the world's most critical and emerging public health issues. Current research priorities include Global Health, Behaviour and Health Outcomes, Infectious Disease, Life Course Studies, Epidemiology and Biostatistics, Health Services Research, Health Policy, Health Information Systems, Substance Use and Abuse, Social and Structural Determinants of Health and Mental health. These are supported by major grants from sources including the Australian Government's National Health and Medical Research Council (NHMRC), AusAID, the Australian Research Council (ARC), Atlantic Philanthropies, the Wellcome Trust and the Bill and Melinda Gates Foundation.

The School is preparing the next generation of public and environmental health leaders for Australia and the world. SPH offers programs and courses in international public health, public health, health studies, clinical epidemiology, addiction studies, nutrition, Indigenous health, tropical health, health economics and biostatistics. Strategic partnerships remain key to the School's ongoing success. SPH has established several important collaborations, including the Pacific Malaria Initiative Support Centre (PacMISC), the Health Information Systems (HIS) Knowledge Hub and projects to strengthen vital health data collection in Vietnam and Indonesia. These demonstrate both the School's globally recognised expertise, particularly in promoting the development of evidence-based health policy, as well as our capacity to increase our impact when we work together with other leading organisations to improve the world's health.

The Public Health Building, Herston

The SPH Research Higher Degree Program

SPH's strong research culture attracts more than 100 research higher degree (RHD) students who are completing their Doctor of Philosophy or Master of Philosophy in a supportive but intensive research environment that prepares them to be successful and influential public health leaders.

The postgraduate program follows the rules and guidelines governing postgraduate studies at The University of Queensland, as set out by the University's Graduate School, which governs RHD admission, candidature and thesis assessment. Students are referred to Graduate School website www.uq.edu.au/grad-school for further information and should check there for any updates of information.

RHD students searching puddles for mosquito larvae in Tanna Island, Vanuatu

RHD Administration within the School of Public Health

The School provides support for RHD candidates through the SPH RHD Committee which is comprised of the Postgraduate Coordinator (PGC), and Deputy Postgraduate Coordinator who are senior academics in charge of academic aspects of student admission and progress; as well as administrative staff who assist the PGC as well as facilitating administrative procedures and ensuring Graduate School procedures are implemented.

Postgraduate Coordinator (PGC)

Professor Gail Williams

Phone: (07) 336 55393

Email: RHD@sph.uq.edu.au

Deputy Postgraduate Coordinator

Dr Brianna Fjeldsoe

Phone: (07) 336 55435

Email**:** b.fjeldsoe@sph.uq.edu.au

The Postgraduate Coordinator (PGC) and Deputy Postgraduate Coordinator are appointed by the Head of the School of Public Health and makes academic, administrative and (in some instances) resource decisions in relation to research higher degree candidates. The PGC advises the Head of School on all research higher degree matters and has responsibility for reviewing the School's postgraduate profile, formulating the School's postgraduate policies, establishing appropriate procedures for monitoring postgraduate student's progress, and assists in advising on facilities and appropriate levels of resources. The PGC must approve and sign all documentation submitted to the UQ Graduate School.

Postgraduate Administration Officer (PGAO)

Ms Alison Bath

Phone: (07) 336 55393
Email: RHD@sph.uq.edu.au

The Postgraduate Administration Officer (PGAO) is the first contact for all new students, as well as for students with enquiries in relation to their candidature. The PGAO provides administrative support to the PGC and is the first point of contact for any administrative communications for students and the UQ Graduate School. The PGAO assists in administering all aspects of admission and enrolments, scholarship applications, candidature change applications, candidature progression, and thesis submission.

The PGAO will circulate information from the UQ Graduate School and other parts of the University to students on upcoming postgraduate workshops, seminars, scholarship opportunities, administrative deadlines and so forth. Both the PGC and PGAO are also available to discuss any matters which affect a candidate's postgraduate studies.

The PGAO manages *Admission Online Induction*, allocates working space, provide keys and access to necessary facilities.

Research Quarters

The UQ academic year is divided into Research Quarters for research higher degree (RHD) students.

Please note the following key dates:

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

Funding Information

UQ administered scholarships – for new candidates

Full information on UQ administered scholarships for domestic (APA, etc) and international students (IPRS etc) is available online at www.uq.edu.au/grad-school/scholarships-and-fees

RHD student Capt. Joanne Baker reading malaria slides, Tanna Island, Vanuatu,

Non-UQ administered scholarships

These include scholarships provided by external agencies, such as a research foundation (Rotary Foundation, Asthma Foundation etc). They will be advertised and most have fixed dates for submission, usually once per year. They usually are available for Australian citizens or those with Australian residency. A non-UQ administered scholarship usually requires establishing an account within SPH, and students in receipt of these should contact the PGAO to organise this.

School-administered scholarships

These scholarships are usually based in research projects run by SPH staff who hold research funds. They are processed within SPH as contract appointments. Approval of the chief investigator holding the funds is required, and the appointment procedure is initiated by the human resource officer within the School.

Direct research costs and other expenses

It is expected that funding for students' research costs and some professional development will be discussed and agreed between students and advisors prior to enrolment. In general, these costs may be largely supported through applying for grants, funding from their advisors' projects, applications to conference organisers or other funding available to their research group. Some scholarships provide a small grant for use for direct research costs.

SPH Supplementary research money

A fixed amount of supplementary research money is available to students during the course of their studies; $2500 for PhD and $1250 for MPhil. These funds may only be used for expenses directly related to the research project or professional development of the student. Acceptable uses include: consumables for the research (telephone costs; postage), minor pieces of equipment; software; consultation with experts; travel for research; conference or workshop attendance. Any equipment or books purchased will remain the property of the School and must be returned to the School at the end of the project.

When applying for Supplementary Research Money, an RHD Student Approval form is to be completed and approved by the student's principal advisor then returned to the Postgraduate Administrative Officer to obtain approval from the Postgraduate Coordinator and Financial Budget Holder. Once approved, the student is advised and makes contact with Finance Department/Travel Officer for organising.

Student Research Incentive Scheme

The School of Public Health recognizes the contribution of research higher degree students to the research culture through a publication incentive scheme.

Publication in peer reviewed journals, in the current year, is rewarded through a scheme of attributing $100 for a first authored paper and $50 for a second authored paper. Subsequent authorship is not financially recognized through this reward scheme, however is collected as part of the bibliographic record for the School. Contact the PGAO at rhd@sph.uq.edu.au. Students are encouraged to publish in high quality journals in their subject category and assistance with determining target journals for publication should be discussed with their Advisor(s).

Process for claiming

Students should notify PGAO of new publications (either accepted or published) arising from their research (email to rhd@sph.uq.edu.au).

1. Payments will be ongoing throughout the year where students who are still enrolled at the School can make a general claim. This claim needs to be signed by the student and bank account details provided for EFT. The students can then expend the funds at their discretion.

2. Publications not claiming an SPH affiliation are excluded. The affiliation must be written: **Author Name, The University of Queensland, School of Public Health QLD 4006**". For example, "Professor Alan Lopez, University of Queensland, School of Public Health QLD 4006". Dual affiliations are permitted and encouraged (i.e. QIMR and UQ).

3. Publications that are letters to the editor, replies, commentaries, abstracts or calls for collaborators are excluded.

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. Unacceptable travel purposes include overseas conferences and visiting an advisory team. Please refer to Graduate School website for Guidelines www.uq.edu.au/grad-school

To be eligible, you must:

- be a confirmed RHD candidate enrolled full-time at UQ (part-time students are eligible to apply but must be enrolled full time while overseas)
- not have completed your thesis review milestone
- not have previously held a UQ Graduate School funded travel grant
- demonstrate that additional funds are available if required
- undertake at least 10 days of research related activity

Responsibilities of Advisors

Advisors, in conjunction with the School Postgraduate Coordinator, are responsible for monitoring the academic and administrative performance of research higher degree candidates. Advisors must arrange mutually acceptable modes, frequency, and times of communication with candidates for formal discussions and evaluation of progress. The type and level of contact varies between disciplines, the individual circumstances of the candidate; it also depends upon the developing experience and expertise of the candidate.

Advisors must be familiar with the rules, policies, procedures, and guidelines set out and updated from time to time on the Graduate School website in the Policy and Procedures Library (PPL) ppl.app.uq.edu.au and in relevant scholarship conditions. Principal advisors have particular responsibility for ensuring that candidates are also familiar with all of these matters as well as the relevant administrative requirements of the University and school and with the facilities and resources (within the School and the University, and also beyond it) that may be of assistance.

Principal advisors are required to:

- guide and facilitate the research work of the candidate;
- provide the principal intellectual engagement with the candidate's research topic and its development;
- monitor the quality of the work and assure the University (and, through it, the wider academic community) that the quality of the work is appropriate to the degree for which the candidate is enrolled, meets the research protocols appropriate to the discipline, and complies with all appropriate ethical, regulatory, and procedural requirements;
- ensure that the candidate meets all academic and administrative requirements of the program
- ensure that the Dean of the Graduate School, the School, and all other members of the advisory team are kept informed of the candidate's current academic progress and of any relevant personal, academic, technical, or resource-related issues that may affect

Responsibilities of the Student

The Student Charter sets out the expectations students can properly hold as they receive their education. It also outlines what can be expected of students in undertaking their studies to enhance the quality of their educational experience. It recognises that ethical and honest behaviour and treatment underpins the University's relationship with its students.

The Charter also recognises that students are central to a dynamic University community, and so it elaborates the expectations associated with students' participation in the life of the University community. It is acknowledged that student participation is enhanced by an environment which promotes healthy lifestyle choices, encouragement of the development of a network of support for all students and support of student representative organisations.

Please refer to Student Charter ppl.app.uq.edu.au/content/3.60.01-student-charter

Facilities Available To Full-Time Research Students

***Associate advisors**:*

- assist the candidate and the other advisors in the candidate's progress towards the successful completion of their RHD program;
- provide continuity of advice during periods of absence by the principal advisor(s);
- may provide relevant expertise that enhances the candidate's research work, or a particular part or aspect of it;
- may assist the candidate in accessing particular resources;

Full-time research students in the School of Public Health will be allocated:

- a desk in a shared workroom
- storage facilities, including a filing cabinet
- a computer and access to a printer

Students are reminded that they should be respectful of the needs of other students within their work area while working in a shared office and should keep noise levels to a minimum.

PHOTOCOPYING

Research students will have access to a designated School photocopier.

SENDING MAIL

Research students may send mail to another University section or department via the University's internal system. The mail distribution point for the School of Public Health is located in the Reception area on Level 2 of the Public Health Building.

Research students who are required to distribute mail surveys relating to their research project should approach their supervisor for permission to use official University stationery, where required. Approval must be provided in writing by the supervisor prior to provision of University stationery.

LIBRARY FACILITIES

The University of Queensland Library is the largest library in Queensland and has a number of branches at the main campus at St Lucia. Herston Medical Library is located within the Royal Brisbane Hospital. Students are encouraged to contact the library staff regarding skills courses. Students should consult the library website www.library.uq.edu.au/locations for locations.

Si-Net

UQ's Student Information Network, SI-net, is a comprehensive student administration system. Students should become familiar with SI-net as it contains important information about their candidature status. Access to SI-net is through mySI-net, the web-based interface to SI-net. Students can use mySI-net to manage aspects of their UQ studies including:

1. Maintaining student personal details
2. Viewing results
3. Viewing and printing fee invoices
4. Viewing Research status:
    - *Research Summary*
    - *Candidature*
    - *Scholarship Details*
    - *Thesis Details*
    - *Remote Candidature*

Redirect Student Email

All information regarding the *Research Higher Degree Program* is sent to the student's email address. Should you wish to redirect your student account to a preferred address, please follow instructions on link below:

http://www.its.uq.edu.au/helpdesk/redirect-student-email

Leave

Unless otherwise specified by your scholarship's conditions, scholarship recipients are entitled to the following categories of leave:

- Recreation Leave
- Sick Leave
- Parental Leave
- Leave without stipend (Suspension)

Any calculation that affects your scholarship's duration or your leave entitlements assumes that you conduct your research and studies from Monday to Friday every week, regardless of your actual pattern of work. For example, if you are absent for a week, you must use 5 days of leave.

Recreation Leave

You are entitled to 4 weeks (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. Your advisory team and school postgraduate coordinator must approve any request for recreation leave; your scholarship duration is not adjusted; you do not need to inform the Graduate School.

Sick Leave

You are entitled to 2 weeks (10 days) of paid sick leave each year of the scholarship. Sick leave may be accrued, but must be taken during the period of your scholarship. Your advisory team and school postgraduate coordinator must approve any request for sick leave; your scholarship duration is not adjusted; you do not need to inform the Graduate School.

In addition, you are entitled to 12 weeks (60 days) of paid sick leave within the duration of the scholarship for periods of additional sick leave. You must apply on the Change of Candidature Status form for paid additional sick leave, and attach a medical certificate; your advisory team and school postgraduate coordinator must endorse your request; and the Dean, UQ Graduate School must approve your request. When approved, your scholarship stipend payments continue for the period of leave, your scholarship duration is increased, and your candidature is interrupted for the period of leave.

Applications for sick leave of 10 days or more must be received by the Graduate School as soon as practical but not more than 2 weeks from the onset of the condition. It is the responsibility of the enrolling unit to act on your behalf in cases where you are unable to do so. Where an application for sick leave is not approved, you will be required to repay scholarship funds provided during that period.

If you exhaust your sick leave entitlements and cannot return to research, you must apply for leave without stipend from your scholarship.

Parental Leave

Students who have completed 12 months of their scholarship are entitled to parental leave during the duration of the scholarship.

If you are the primary carer for a child you may take up to 12 weeks (60 days) paid parental leave during your scholarship. If you are the partner of the primary carer for a child you may take up to 1 week (5 days) paid parental leave.

Paid parental leave must commence:

- in the period commencing no earlier than 6 weeks before the birth of the child; and
- no later than the birth of the child.

The paid leave must be taken in one continuous period.

You must apply on the Change of Candidature Status form for paid parental leave, and attach either a medical certificate (as proof of pregnancy) or an appropriate document containing proof of birth or adoption; your advisory team and school postgraduate coordinator must endorse your request; and the Dean, UQ Graduate School must approve your request. When approved, your scholarship stipend payments continue for the period of leave, your scholarship duration is increased, and your candidature is interrupted for the period of leave.

If you exhaust your parental leave entitlement and require a longer period of parental leave, you must request leave without stipend from your scholarship.

Leave without stipend

Unless otherwise specified by your scholarship's conditions, you may suspend (take leave without stipend from) your scholarship. You must apply on the Change of Candidature Status form to suspend your scholarship; your advisory team and school postgraduate coordinator must endorse your request; and the Dean, UQ Graduate School must approve your request before your scholarship is suspended.

You must suspend your scholarship for a minimum of 1 month. The normal total period of suspension permitted throughout your scholarship duration is 12 months. A request that would take your total period of suspension over 12 months would usually be approved only because of documented ill health or caring responsibilities: work commitments or other study commitments are not considered an appropriate reason for such a request.

Your candidature is automatically interrupted when you suspend your scholarship unless you advise that you wish to remain enrolled while your scholarship is suspended. Note that periods of enrolment while your scholarship is suspended may affect the duration of your scholarship.

Requests that will retrospectively change your enrolment status as at a census date cannot be approved.

You can suspend your scholarship if you are in the process of transferring from the MPhil program to the PhD program, or you have submitted your MPhil thesis for assessment and have applied for admission to the PhD program. Normal limits on periods of suspension apply.

If you do not resume research work or extend your period of suspension at the end of an approved period of suspension, your scholarship will be terminated.

International students should contact UQ International for advice regarding visa implications for the proposed suspension.

Ethics

The School of Public Health Ethics Review Committee provides ethical review for all uncomplicated post-graduate student research undertaken within the School of Public Health, from Honours up to the Research Higher Degree level. Research involving animals, or vulnerable groups or using tissue samples are dealt with by the Medical Research Ethics Committee at St Lucia. The committee aims to support student research, providing a formal structure for researchers to consider the ethical implications of their research.

The ethos of the committee is that it sees itself taking an enabling, rather than an obstructive role. It aims to provide the necessary support for researchers to undertake research that is ethically sound. Advice prior to submission can be requested directly from the chair, Lisa Fitzgerald, who can be contacted by phone on 07 336 55541 or by email at l.fitzgerald@sph.uq.edu.au . Lisa retains a close link with the Secretary to the UQ Medical Research Ethics Committee, checking with them on cases that may need referral to the MREC. An annual report of decisions made by the SPH committee is forwarded to that office and the Research Committee of the School.

Applications for ethics clearance and guidelines for their completion can be found on the UQ Research and Innovation website at www.uq.edu.au/research. Students are requested to forward one signed hard copy and one electronic copy, together with copies of their information and consent sheets, the research proposal and proposed research instruments, to:

Dr Lisa Fitzgerald (Chair)
SPH Ethics Review Committee
School of Public Health

The University of Queensland
Herston, Qld 4006

Students must access the NHMRC Ethical Guidelines www.nhmrc.gov.au/health-ethics which will assist them to complete the form.

Expedited approval requires only one signed copy, together with the approvals provided by the collaborating institution.

Information or consent sheets should include an appropriately phrased version of the confirmation of approval:

This study has been cleared by the School of Public Health Research Ethics Committee of the University of Queensland in accordance with the National Health and Medical Research Council's guidelines. You are welcome to discuss your participation in this study with project staff (contactable on .....). However, if you would like to speak to an officer of the University not involved in the study, you may contact the Chair of the Ethics Committee on 07 3365 5541.

Depending on the nature of the research project, ethics approval might also be required from other organisations besides UQ. Collaborative research agreements might need to be established between UQ and others/UQ Legal Office www.uq.edu.au/legaloffice

The committee meets as required: our intention is to return clearances promptly. Checking that the forms are completed correctly and that comprehensive responses to relevant questions are provided in the application will reduce delays and the need to return the application for further information.

School's Three Month Review (Six Month Review for part-time students)

This three month checkpoint is to provide an early indication for students of specific issues they may need to clarify with their supervisors and to assist in monitoring their progress and identify early in their candidature any weaknesses or potential issues that need to be addressed before confirmation.

Editing

The School will provide and pay for the assistance of an editor for students, particularly international students, at certain times during candidature. Access to editing services requires approval from the primary advisor and is not intended to replace the role of the advisory team, who retain overall responsibility to the student. Contact the School's Postgraduate Administration Officer to make these arrangements.

Candidature Progress – Milestones

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

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

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

The three Milestones for a research degree are as follows. Details are shown in following sections.

Confirmation: due 12 months equivalent full-time candidature (EFTC) for a PhD and 6 months of EFTC for an MPhil candidate

Mid-candidature Review: due 24 months EFTC for a PhD and 12 months EFTC for an MPhil candidate

Thesis Review: due three months prior to expected date of submission

Confirmation of Candidature

The Graduate School guidelines may be found at http://www.uq.edu.au/grad-school

Confirmation is due 12 months of EFTC for PhD candidates and 6 months of EFTC for MPhil candidates. It is the responsibility of the student and their advisory team to arrange the review at the appropriate time.

It is recommended that at least 7 weeks before the appointed review date, the student and advisory team meet to discuss who should be on the Review Committee. The process is as follows:-

1. The advisory team will select and obtain the agreement of two reviewers external to the advisory team who have relevant content or methodological expertise.

2. The advisory team and candidate must select a **Chair** (external to the advisory team) and arrange a date and time with all participants for the Confirmation review panel to meet with the candidate.

3. The panel will comprise the current advisory team, the reviewers, and the Chair.

4. The candidate/advisor will notify the PGAO of the intended date and time of confirmation and clarify any details of the process with them. One and a half hours should be allowed.

5. Documentation, including copies of the slides for presentation, *Confirmation Review Report* and *Attainment of Milestone* form must be completed and sent to all members of the panel two weeks before the confirmation meeting date.

6. The student/advisory team are welcome to ask additional observers to the review, if they wish. The oral presentation will be open to the School's Research Higher Degree students and academic staff.

Preparation: The candidate/advisor must prepare the necessary materials for the confirmation process, which comprise:

1. The *Confirmation Review Report* with candidate and advisor sections completed
2. A Confirmation document, including a literature review, research aims and objectives, outline of a research plan, a timeline for the research and a budget (where applicable). The confirmation document should be a total of 30-50 pages.)
3. A presentation of approximately 20 minutes duration (suggestions; progress to date, Research proposal, plans for next phase/data collection phase/research implementation.)
4. The *Attainment of Milestones* form with candidate details completed (see Grad School candidature forms)
5. A **flyer** detailing title, 500 word abstract, brief bio and a photo. This is emailed to the PGAO (rhd@sph.uq.edu.au) two weeks before your Review with all the above documentation
6. The upgrade from MPhil to PhD form (if applicable)

The Confirmation meeting: The confirmation meeting occurs in a series of stages as follows:

1. The confirmation meeting begins with the presentation by the candidate.
2. This is followed by an open discussion between the candidate and all present (including the audience)
3. The observers/audience then leave the confirmation meeting.
4. This is followed by a discussion with the candidate and the advisory team.
5. This is then followed by a discussion between the review committee and the advisory team but with the candidate absent.
6. This is then subsequently followed by a discussion with the candidate with the advisory team absent.
7. The meeting concludes with a final session (all review group present) to inform the candidate of the outcome of the confirmation process.

Outcome:

- confirm candidature (with or without additional recommendations for the candidate and the advisory team),
- recommend an extension of provisional candidature with a defined date for a second confirmation meeting
- terminate candidature.

In exceptional circumstances, additional advice may be sought before a final recommendation is possible.

Following the Confirmation meeting the *Confirmation Review Report* and *Attainment of Milestones* form must be completed, with summary recommendations and signatures, and returned to the PGAO. If any candidature changes are recommended (e.g. changes to the advisory team, upgrade to MPhil, etc..) appropriate forms must also be completed and signed at this time. The PGC reviews the material, signs the Confirmation Review Report and Attainment of Milestone form and sends to the Graduate School. Subsequently the candidate and advisory team are notified of the final decision of the Graduate School.

Mid-Candidature Review

The Graduate School guidelines may be found at http://www.uq.edu.au/grad-school

Timing:

All RHD candidates are required to undergo a mid-candidature review (MCR) of their progress at 24 months for PhD and at 12 months for MPhil. Its purpose is to ensure the project is on track for completion within candidature duration, and that the candidate's research and other professional skills are developing appropriately. It will also identify any resource needs. It is the responsibility of the student and their advisory team to arrange the review at the appropriate time.

It is recommended that at least 7 weeks before the appointed review date, the student and advisory team meet to discuss who should be on the Review Committee.

1. The advisory team will select and obtain the agreement of a reviewer external to the advisory team who have relevant content or methodological expertise.

2. The advisory team and candidate must select a **Chair** (external to the advisory team) and arrange a date and time with all participants for the review panel to meet with the candidate.

3. The panel will comprise the current advisory team, the reviewer, and the Chair.

4. The candidate/advisor will notify the PGAO of the intended date and time of the review and clarify any details of the process with them. One and a half hours should be allowed.

5. Documentation, including copies of the slides for presentation, *Mid Candidature Review Report, Attainment of Milestone* form and copy of Confirmation document must be sent to all members of the panel two weeks before the meeting date.

6. The student/advisory team are welcome to ask additional observers to the review, if they wish. The oral presentation will be open to the School's Research Higher Degree students and academic staff.

7. A **flyer** is completed detailing the title, 500 word abstract, brief bio and a photo. This is emailed to the PGAO (rhd@sph.uq.edu.au) two weeks before your Review.

Preparation

- *Mid Candidature Review Report* with candidate and advisor sections completed.
- An *Attainment/Extension of Milestones* form with candidate details completed (see http://www.uq.edu.au/grad-school/candidature-forms)
- A presentation approximately 20 minutes in duration (suggestion; progress to date (especially since Confirmation), preliminary findings and plans for completion).
- Outline of thesis structure, including chapter headings.
- Copy of confirmation feedback document.

At least one of:

- Completed or draft chapter (not the introduction chapter)
- Journal papers may also be provided. If journal papers are included, the candidate and advisors must be able to justify that the candidate has contributed in a substantial way to the piece of work.
- Research poster, and/or conference presentations which are to be included in the thesis.

The Mid Candidature Review meeting:

1. The meeting begins with the presentation by the candidate.
2. This is followed by an open discussion between the candidate and all present (including the audience)
3. The observers/audience then leave the meeting.
4. This is followed by a discussion with the candidate and the advisory team.
5. This is then followed by a discussion between the review committee and the advisory team but with the candidate absent.
6. This is then subsequently followed by a discussion with the candidate with the advisory team absent.
7. The meeting concludes with a final session (all review group present) to inform the candidate of the outcome of the review process.

Written feedback:

The Chair of the panel will:

- Summarise the main points raised in relation to written materials, oral presentation and interview and summary recommendations and enter these on the SPH MCR proforma
- Complete sections 1-4 of the Milestone Attainment Form
- Email these to the PGAO

The PGC will forward the final recommendation to the Graduate School and the candidate will receive notification of the final outcome from the Graduate School.

Outcome:

The School may recommend:

- that the milestone has been achieved
- an extension of the due date (usually up to three months FTE) for achieving the milestone, or

- that the candidate has not achieved the milestone after more than one attempt and is liable for termination of candidature. Information can be found at http://www.uq.edu.au/grad-school/termination

Candidates who do not achieve this milestone after 36 months (PhD) or 20 months (MPhil) of FTE candidature may be liable for termination of candidature.

Thesis Review

The Graduate School guidelines may be found at http://www.uq.edu.au/grad-school

Timing:

All research higher degree candidates are required to undergo a pre-submission review of their thesis outline, three months before the expected date of submission. Its purpose is to ensure the work will be of sufficient content and quality for the submission to be successful. It is the responsibility of the student and their advisory team to arrange the review at the appropriate time.

It is recommended that at least 7 weeks before the appointed review date, the student and advisory team meet to discuss who should be on the Review Committee.

1. The advisory team will select and obtain the agreement of a reviewer external to the advisory team who have relevant content or methodological expertise.

2. The advisory team and candidate must select a **Chair** (external to the advisory team) and arrange a date and time with all participants for the review panel to meet with the candidate.

3. The panel will comprise the current advisory team, the reviewer, and the Chair.

4. The candidate/advisor will notify the PGAO of the intended date and time of the review and clarify any details of the process with them. One and a half hours should be allowed.

5. Documentation, including copies of the slides for presentation, *Thesis Review Report, Attainment of Milestone* form and copy of *Confirmation* and *Mid-Candidature Review* documents must be sent to all members of the panel two weeks before the meeting date.

6. The student/advisory team are welcome to ask additional observers to the review, if they wish. The oral presentation will be open to the School's Research Higher Degree students and academic staff.

7. A **flyer** is completed detailing Title, 500 word abstract, brief bio and a photo. This is emailed to the PGAO rhd@sph.uq.edu.au two weeks before your Review.

Preparation: The candidate and the advisory team must prepare the necessary materials:

- *Thesis Review Report* with candidate and advisor sections completed

- An *Attainment of Milestones* form with candidate details completed http://www.uq.edu.au/grad-school/completing-each-milestone

- A presentation approximately 20 minutes in duration

- Draft of the thesis which is sufficient for the panel to assess content and quality.

- Any journal papers, and/or conference presentations which are to be included in the thesis. If journal papers are included, the candidate and advisors must be able to justify that the candidate has contributed in a substantial way to the piece of work.

- Copy of confirmation and MCR feedback documents

The Thesis Review meeting:

1. The meeting begins with the presentation by the candidate.
2. This is followed by an open discussion between the candidate and all present (including the audience)
3. The observers/audience then leave the meeting.
4. This is followed by a discussion with the candidate and the advisory team.
5. This is then followed by a discussion between the review committee and the advisory team but with the candidate absent.
6. This is then subsequently followed by a discussion with the candidate with the advisory team absent.
7. The meeting concludes with a final session (all review group present) to inform the candidate of the outcome of the review process.

At Thesis Review potential examiners are discussed by candidate and advisory team. One month prior to submission a minimum of 3 examiners are to be nominated. Examiner details are to be entered onto the *Nomination of Examiners* form http://www.uq.edu.au/grad-school and sent to Graduate School along with a copy of the thesis abstract. The Graduate School will send an official invitation to the examiner. All candidates and advisors should be familiar with the UQ policy on conflicts of interest see link http://www.uq.edu.au/grad-school/conflict-of-interest

Presentation and Interview:

The candidate will give a brief oral presentation (15-20 minutes) covering the content of their thesis, followed by a discussion. This should contain an outline of each chapter and a sample of any results. The presentation must contain sufficient detail of the individual sections within each chapter for the panel to assess the quantity and quality of thesis work to be submitted for assessment.

The panel and candidate will discuss any issues relating to progress of the research towards a satisfactory completion on time. The expected date of submission will be identified.

Changes to enrolment on submission

Once the thesis is submitted, the candidate's enrolment status is changed from a fee-paying course to the non-fee-paying course "*Thesis Under Assessment*" if the date of submission is on or before the Census Date.

Thesis Submission

Please refer to Graduate School website: www.uq.edu.au/grad-school/thesis-submission

Presentation and preparation of thesis

Format

Theses must be written in a style and format that is consistent with the conventions and best practice for scholarly communication in their field of research. As a consequence, candidates must write clearly and concisely: it is not in the interests of the candidate or the examiners for a thesis to be longer than it needs to be.

The word limit includes the appendices but not the bibliography; if a thesis is greater than 80,000 words (40,000 for an MPhil), then permission needs to be obtained from the Graduate School Examinations Team in order to submit.

Including published material in the thesis

Research higher degree candidates are strongly encouraged to publish the results of their research. In many cases, some of the research will be published or accepted for publication before the thesis is submitted. Where their published work contributes directly to the argument and supports the findings of the thesis, candidates are also strongly encouraged to incorporate relevant portions of the published material into their theses. Prior publication or acceptance for publication may provide an indication to the assessors of the quality and originality of the research in the thesis, but it does not pre-empt the judgement of assessors: it is neither a criterion nor a guarantee for recommending the acceptance of a thesis in whole or in part. An acceptable research higher degree thesis will always be more than the sum of several published papers.

As part of the thesis, a candidate may submit published work that contributes directly to the argument and supports their findings. The scope and quality of the published work must be commensurate with the contribution to knowledge expected of a PhD or MPhil candidate and does not pre-empt the judgment of the examiners.

Works published prior to candidature cannot be included in the thesis.

If submitting a thesis partly comprised of publications the papers must have been submitted for publication, accepted or published during candidature.

If submitting a thesis entirely comprised of publications the papers must have been published or accepted for publication, during candidature.

Clear statements of authorship and contribution to each paper must be provided in the preliminary pages of the thesis.

Where papers have been jointly authored, the nature and extent of the candidate's work must be precisely identified for each paper at the end of the Statement of Originality (for example, to the extent of identifying which figures or passages of text represent the original work of the candidate). In addition, the nature and extent of the intellectual input by others to the work reported in the thesis (whether otherwise cited or not) must be clearly delineated and acknowledged in the Statement of Contribution by Others.

Before including their work in the thesis, the candidate and principal advisor must obtain written confirmation from all co-authors that they consent to the inclusion of the paper in the thesis and accept the candidate's contribution to the paper as described in the Statement of Originality.

The candidate is the sole author of the thesis, and fully responsible for everything contained in it. As a consequence, the candidate is the copyright holder of the thesis. If the thesis contains third-party material (such as photographs, maps, drawings, extended quotations, and so on), the Copyright Act permits the use of such material for a variety of purposes, including "fair dealing for research and study". However, this fair dealing right of reproduction does not apply where a work is published, and

all UQ research higher degree theses are considered published works. For that reason, where copyright on a publication or third-party material has been assigned to a publisher, permission must be sought to reproduce the work in the thesis.

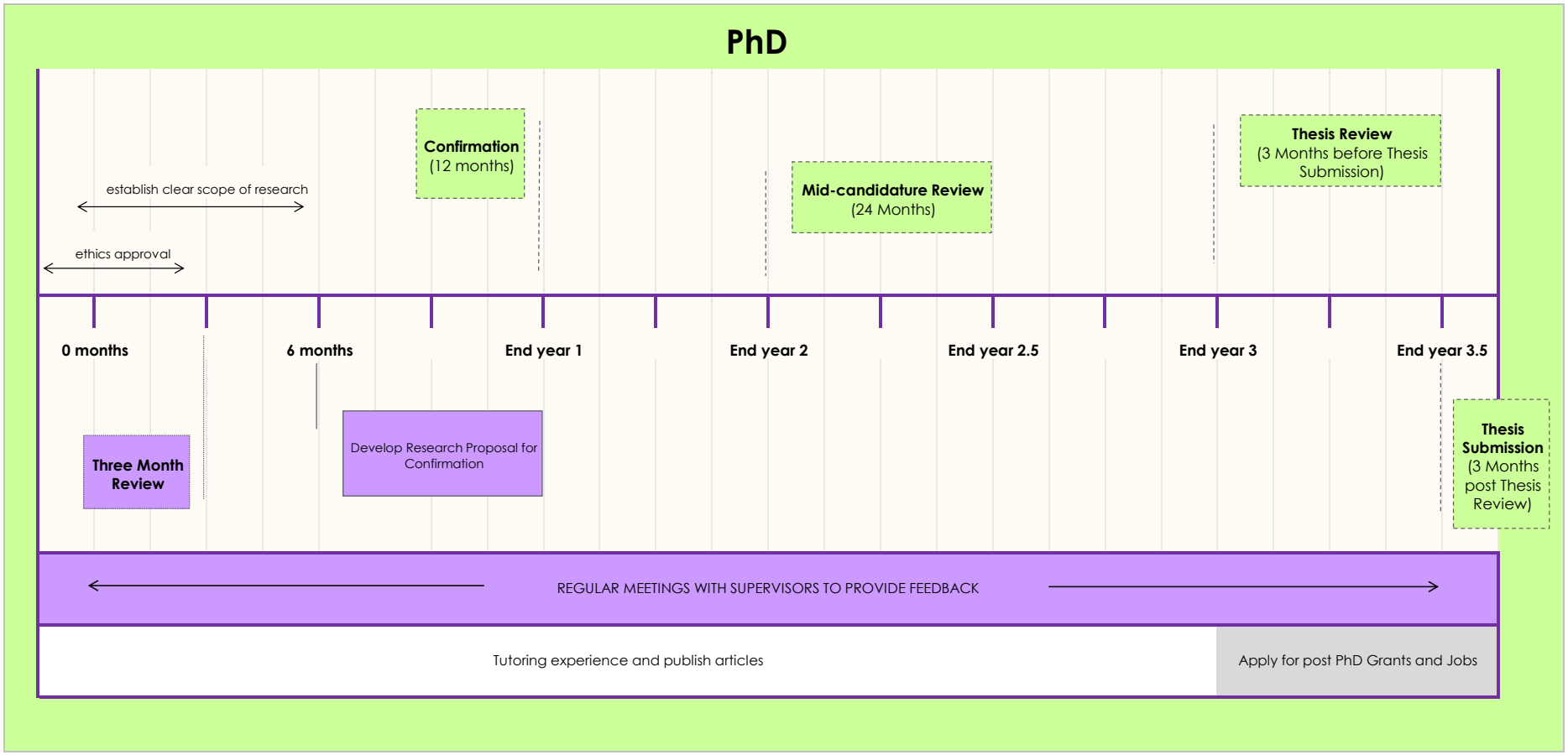
Where papers have been published prior to submission and where they are incorporated as a whole or in parts into a thesis, the thesis must contain:

1. An introduction to the aims and design of the candidate's research project that incorporates an independent, up-to-date and original review of pertinent existing work in the field that is entirely the candidate's own work. This introduction will contextualise the candidate's project and research question in relation to the present state of knowledge in the field, and (where appropriate) to key delegates in the discipline and /or to social, cultural or policy contexts.
2. Chapters in a logical and cogent sequence leading to an argument that supports the main findings of the thesis, while further expansion of aspects of published papers (such as more comprehensive descriptions of methodologies or statistical treatments) is encouraged through the use of appendices or additional text in a chapter.
3. An independent and original general discussion that is entirely the candidate's own work and that integrates the most significant findings of the thesis and presents the needs and prospects for future research.

If work published by the candidate during candidature is ancillary to the thesis and does not form part of it, the publications should be listed in the Additional Publications by the Candidate Relevant to the Thesis but not Forming Part of it. Again, work undertaken and published prior to candidature cannot be included in the thesis.

MILESTONE PLANNING

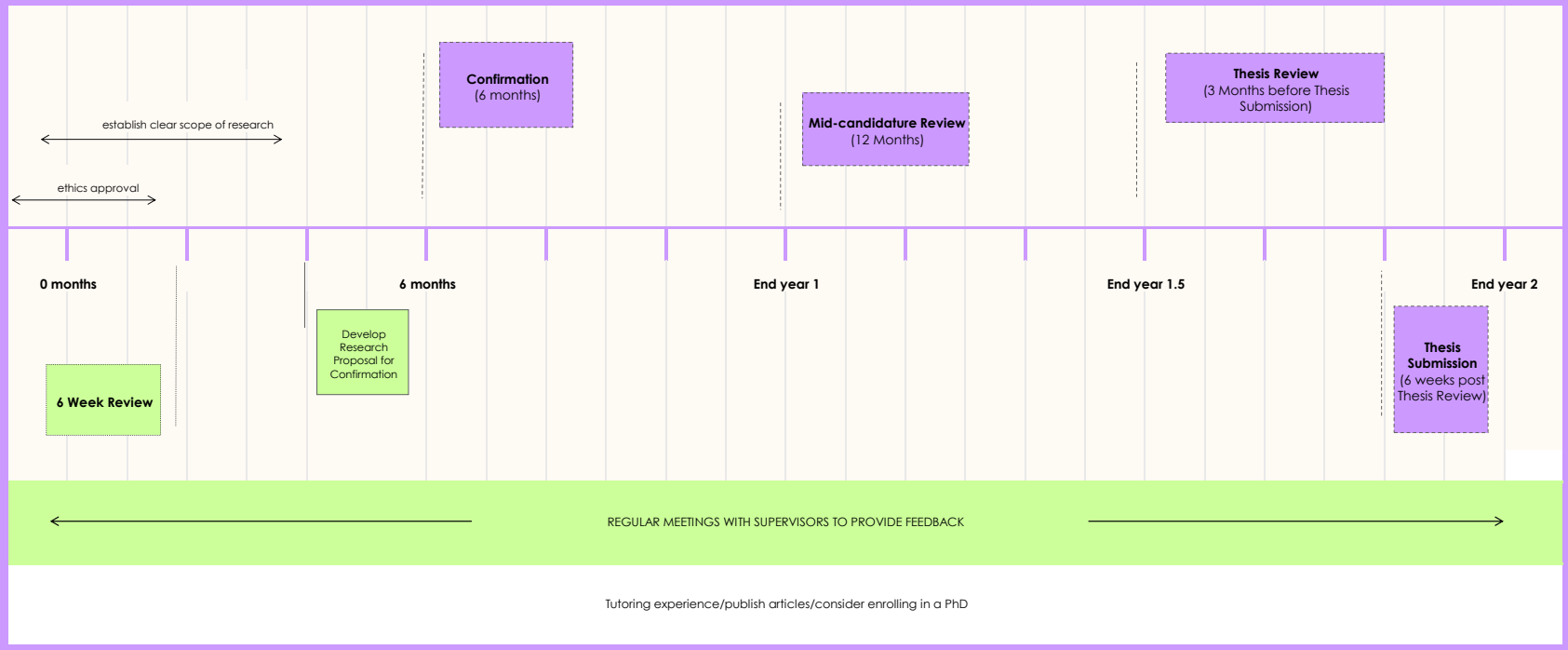
THE UNIVERSITY OF QUEENSLAND
AUSTRALIA



www.sph.uq.edu.au
www.uq.edu.au/grad-school/
www.uq.edu.au/student-services/

MILESTONE PLANNING

MPhil



www.sph.uq.edu.au
www.uq.edu.au/grad-school/
www.uq.edu.au/student-services/

During Your Candidature

Three Minute Thesis Competition

The Competition is an exercise in developing academic and research communication skills. Research higher degree (PhD and MPhil) students have three minutes to present a compelling oration on their thesis topic and its significance in language appropriate to an intelligent but non-specialist audience. The 3MT Competition supports the development of research students' capacity to communicate ideas effectively to a range of non-specialist audiences and to the wider community.

Research Higher Degree Conference

The School convenes an annual RHD conference where students deliver presentations on their research to staff and fellow students in the School, in a format similar to that of scientific conferences.

The main objectives of this conference are to:

- to improve communication of research projects among and between research students and academic staff
- to provide student support, preparation and training for oral presentation to a peer audience
- to provide students with critical comment and feedback to enhance quality
- to facilitate easier reporting on program and achievements of students
- to provide a format to demonstrate the scope, depth and quality of student work which can be showcased on the website

The Conference provides an incentive and opportunity for research students and their advisors to plan, develop and present professional presentations.

Enrolling in additional courses

RHD candidates are encouraged to enrol in additional courses as part of their PhD or MPhil program if the courses are relevant for their research project as certified by the School. You must first discuss this option with your principal advisor before attempting to enrol. Courses are offered to SPH RHD students at no cost with the exception of BCA (Biostatistics Collaboration of Australia) courses.

RHD candidates cannot enrol in additional courses that are not relevant to their research program as part of the PhD or MPhil program. If candidates want to do additional study that is not integral to their research, they should apply to the School and the Dean of UQ Graduate School for permission to enrol concurrently in a second program. Because the candidate has enrolled in a second program, they are responsible for meeting the cost of the enrolment themselves (through HECS, PELS, or tuition fees). Conditions of concurrent enrolment include that the principal advisor and the School must certify that the concurrent enrolment will not interfere with the candidate's progress in their research project, and that the candidate must continue to maintain satisfactory progress towards completion of their research project and submission of their thesis for assessment.

See www.uq.edu.au/grad-school/additional-courses for further information

Graduate Certificate in Higher Education

The School of Education continues to run a successful professional development program for university teachers. The program consists of four 2-unit courses which we recommend are taken part-time over two years. The program includes study modules on student learning, teaching methods, course design, eLearning, student assessment, and evaluation of teaching and courses. Participants conduct a teaching innovation designed to enhance their own teaching or course. Many graduates of the program have presented conference papers and published journal articles based on these teaching innovations. Others have subsequently won teaching awards and grants, as well as becoming leaders in curriculum and assessment change in their Schools and Centres, and within the University.

For Australian PhD students enrolled at UQ, approval from the Graduate School is needed at the time of applying for admission to the program. A HECS-HELP fee is applicable for these students.

An application form and additional details can be found at:
www.uq.edu.au/education/index.html?page=9427

For enquiries about the Graduate Certificate in Higher Education, please consult the FAQs and Program Guide on the website above, then direct remaining enquiries to the School of Education enquiries desk (phone: 3365 6550; email: education@uq.edu.au).

Employment

RHD students are permitted to undertake a limited amount of paid employment during their degree, provided it does not interfere with their research and studies.

- UQ's Career Hub www.careerhub.uq.edu.au/Login.chpx?ReturnUrl=%2f provides a great avenue for finding employment in your field.
- Student Employment and Graduate Careers www.uq.edu.au/student-services/careers also offers assistance with planning your career, finding out about employers and securing a job.
- Tutoring www.uq.edu.au/tutors at UQ is also a valuable experience to prepare you for a career in academia.

If you wish to undertake paid employment, you must request approval from your Advisor/s and your School/Institute Postgraduate Coordinator. Please remember that full-time students should be undertaking their research for approximately 35-40 hours per week, for 48 weeks of the year. Part-time students are required to undertake approximately 18-20 hours of research per week. Students should take care that employment does not prevent them making satisfactory progress through the degree.

Pattern of Work

Candidates holding a full-time scholarship or a part-scholarship for full-time enrolment are required to engage in research and study for the equivalent of a standard five-day working week, namely 9:00 am to 5:00pm Monday to Friday, for at least 48 weeks a year. Your actual pattern of research and study is to be negotiated by you, your advisory team, and your enrolling school. You are not required to complete timesheets, or work on your research project solely during the hours set out above. However, you are required to maintain satisfactory progress, which would usually require approximately 35 to 40 hours of work a week, and to avoid taking on additional work commitments during those hours without the permission of your advisory team and school postgraduate coordinator.

Please refer to the *Scholarship General Conditions*; www.uq.edu.au/grad-school/content/future-students/scholarship-general-conditions.pdf

Candidates holding a part-time scholarship are required to engage in research and study for the equivalent of up to 50% of the full-time rate over the course of the year. The actual pattern of research and study may vary from week to week or month to month, depending on your personal circumstances and other commitments. Again, your actual pattern of research and study is to be negotiated by you, your advisory team, and your enrolling school, and you are required to maintain satisfactory progress, which would usually require approximately 18 to 20 hours of work a week.

If you do not engage in research and study at the required rate, your scholarship may be terminated on the grounds of not carrying out the program of research and study with diligence.

Policy and Procedures

Graduate School www.uq.edu.au/grad-school

UQ Policy and Procedures Library ppl.app.uq.edu.au

UQ Graduate School

Students are encouraged to consult the UQ Graduate School website www.uq.edu.au/grad-school for a range of information including:

- → Scholarships Available
- → UQ Graduate School Workshops/Seminars
- → Reference Material in relation to Graduate Study and thesis writing
- → Research Postgraduate Student Charter
- → Good Supervision – The Role of an Advisor

Other useful websites

- UQ Student Support Services www.uq.edu.au/student-services offer a range of services including holding workshops on topics such as thesis writing and editing and expectations of academic writing. Student Support Services also offer career counselling, help for international students and those with disabilities, and gives guidance for those new to Brisbane.
- Skills Training - the UQ Graduate School has an invaluable program regarding skills training workshops/seminars for RHD students: Graduate School Career Development Framework
- UQ Online Counselling: UQ Student Services offers free online counselling for all UQ students www.uq.edu.au/student-services/counselling/online-counselling
- UQ Student Centre www.uq.edu.au/student-centre
- The UQ Library houses the largest academic collection in Queensland and one of the largest in

Australia. It encompasses more than 2.5 million volumes, an online collection of approximately 51,000 electronic journals, 400,000 eBooks and 1,000 networked databases. Access is through the UQ Library website (www.library.uq.edu.au). Specialist Liaison Librarians help students make the most of the Library during their time at UQ. The Library provides easy access to information, training and support for students and innovative and attractive learning spaces as well as technology such as desktop computers and the UQ Wireless Network. The UQ Library has 14 branches at a variety of locations.

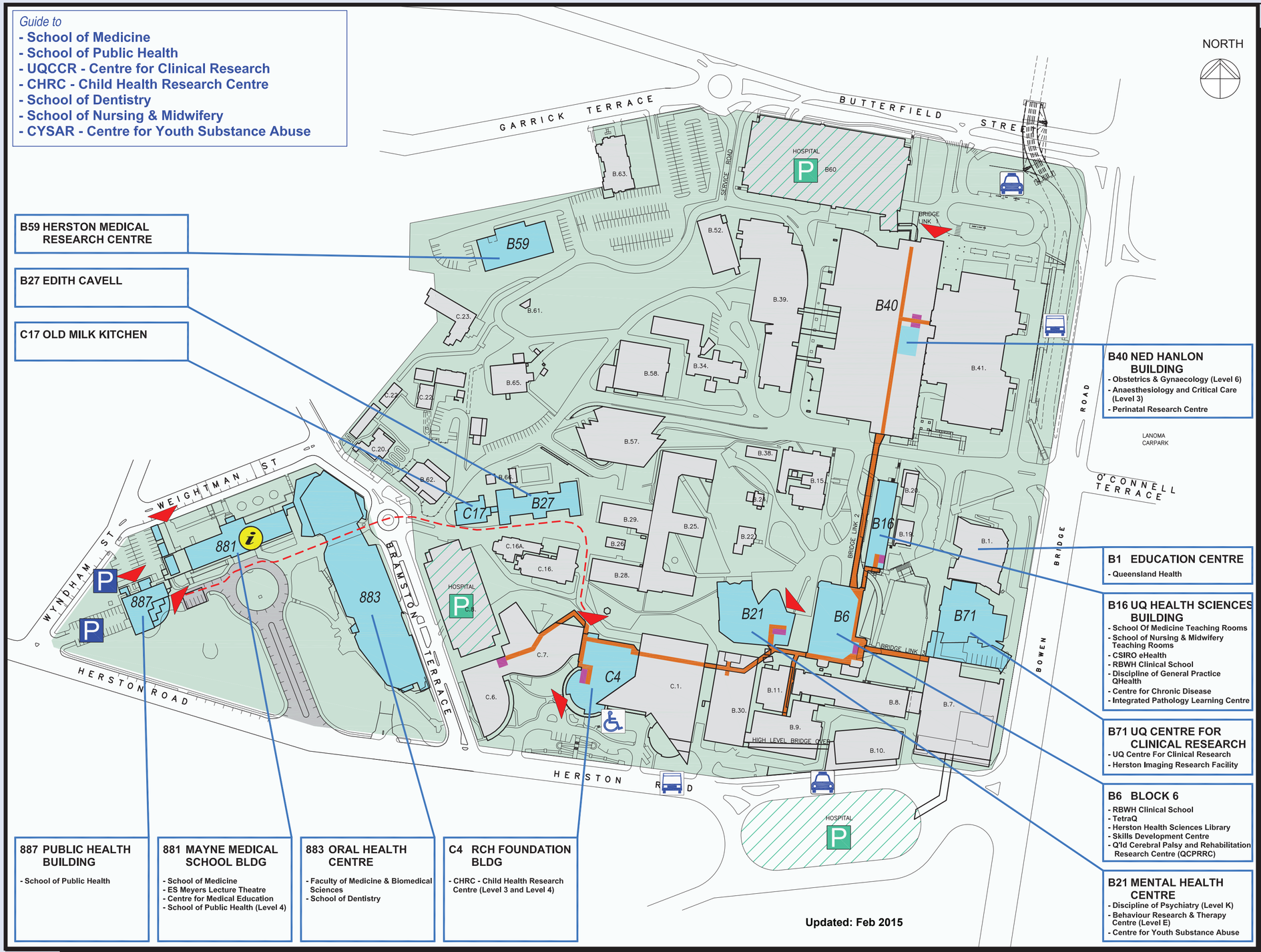
- UQ's Ask IT provides free computing help and training for students in areas including all UQ online services (my.UQ, eLearning (Blackboard), mySI-net, myFiles), Microsoft Office applications, file management, printing and computer/laptop setup for the UQ network help@askit.uq.edu.au
- Institute for Teaching & Learning Innovation (ITaLI) http://itali.uq.edu.au
- Traffic Regulations and Parking https://www.pf.uq.edu.au/parking
- Use the UQ maps database at www.uq.edu.au/maps to find all UQ locations.
- Other support available: Most students complete a PhD with little or no problems along the way. However it is important that students who do encounter difficulties realise that they have access to a variety of support mechanisms. Within the School, all students are welcome to discuss issues that are affecting their studies with the PGAO or the PGC. These discussions are completely confidential and will not be discussed with advisors without permission from the student.

Herston Campus

Faculty of Medicine and Biomedical Sciences (Faculty Office at Herston)
Faculty of Health and Behavioural Sciences (Faculty Office at StLucia)

THE UNIVERSITY OF QUEENSLAND
AUSTRALIA

Guide to
- School of Medicine
- School of Public Health
- UQCCR - Centre for Clinical Research
- CHRC - Child Health Research Centre
- School of Dentistry
- School of Nursing & Midwifery
- CYSAR - Centre for Youth Substance Abuse



B59 HERSTON MEDICAL RESEARCH CENTRE

B27 EDITH CAVELL

C17 OLD MILK KITCHEN

B40 NED HANLON BUILDING
- Obstetrics & Gynaecology (Level 6)
- Anaesthesiology and Critical Care (Level 3)
- Perinatal Research Centre

B1 EDUCATION CENTRE
- Queensland Health

B16 UQ HEALTH SCIENCES BUILDING
- School Of Medicine Teaching Rooms
- School of Nursing & Midwifery Teaching Rooms
- CSIRO eHealth
- RBWH Clinical School
- Discipline of General Practice QHealth
- Centre for Chronic Disease
- Integrated Pathology Learning Centre

B71 UQ CENTRE FOR CLINICAL RESEARCH
- UQ Centre For Clinical Research
- Herston Imaging Research Facility

B6 BLOCK 6
- RBWH Clinical School
- TetraQ
- Herston Health Sciences Library
- Skills Development Centre
- Q'ld Cerebral Palsy and Rehabilitation Research Centre (QCPRRC)

B21 MENTAL HEALTH CENTRE
- Discipline of Psychiatry (Level K)
- Behaviour Research & Therapy Centre (Level E)
- Centre for Youth Substance Abuse

887 PUBLIC HEALTH BUILDING
- School of Public Health

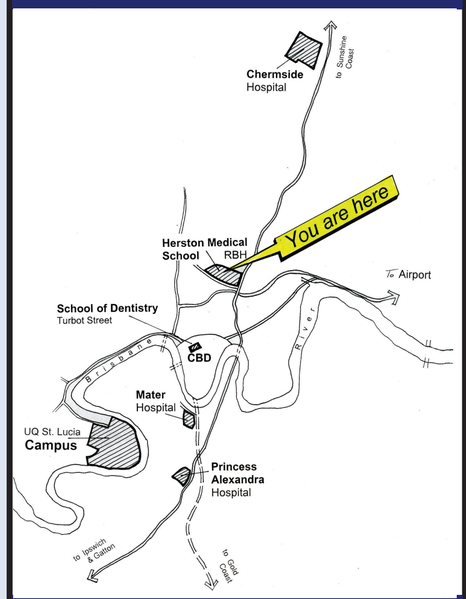
881 MAYNE MEDICAL SCHOOL BLDG
- School of Medicine
- ES Meyers Lecture Theatre
- Centre for Medical Education
- School of Public Health (Level 4)

883 ORAL HEALTH CENTRE
- Faculty of Medicine & Biomedical Sciences
- School of Dentistry

C4 RCH FOUNDATION BLDG
- CHRC - Child Health Research Centre (Level 3 and Level 4)

Updated: Feb 2015

Location Map



Contact Numbers

UQ Security	3365 3333
Hospital Security	3646 5188
Student Support Services Herston - Mayne Medical School Reception	3365 5278

Visitor Information Legend

- Information Directories
- Accessible Parking
- Accessible Entrance
- Paid Parking - refer to signs
- Buses
- Taxis
- Lift and Amenities

Herston Hospital Campus

School of Public Health
Level 2, Public Health Building
The University of Queensland
Herston Road
Herston Qld 4006

Telephone: 61 7 3365 5345
Facsmile: 61 7 3365 5442
Email: enquiries@sph.uq.edu.au
Web: www.sph.uq.edu.au

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