

## SCHOOL OF PUBLIC HEALTH

(updated 16.3.15)

### Support offered by the School and other essential information for your RHD candidature

<b>Graduate School</b>	All official UQ Graduate forms are located at <a href="http://www.uq.edu.au/grad-school">http://www.uq.edu.au/grad-school</a>
<b>General Award Rules</b>	<a href="http://www.uq.edu.au/myadvisor/university-rules">http://www.uq.edu.au/myadvisor/university-rules</a>
<b>UQ Research Scholarship General Conditions</b>	<a href="http://www.uq.edu.au/grad-school/content/future-students/scholarship-general-conditions.pdf">http://www.uq.edu.au/grad-school/content/future-students/scholarship-general-conditions.pdf</a>
<b>Meeting Postgraduate Coordinator and Student Rep</b>	Postgraduate Admin Officer (PGAO) will organise a time for commencing students to meet with the Postgraduate Coordinator and Student Rep.
<b>Addresses at Enrolment</b>	<p>After enrolment the candidate is required to review their details in the mySI-net student record to ensure they are correct and up to date. It is a legal requirement to have a home (semester) address and a permanent address in the mySI-net student record.</p> <p>The home (semester) address should be the term time address and the permanent address should be in the home country if the candidate is international. It is fine for the home and permanent address to be the same for domestic candidates.</p> <p>For domestic candidates who wish to defer the payment of the Student Services and Amenities Fee (SSAF) via FEE HELP a mailing address is also required.</p> <p>The student addresses form part of the reporting to Government that the Graduate School completes each research quarter. Any student address that is not detailed correctly will cause an error on the report. This will be forwarded to the enrolling unit and the student to chase up and correct.</p>
<b>Student ID Card</b>	Available at Prentice Centre, level 2 Prentice Building, St Lucia – refer to map.
<b>Access to Public Health Building</b>	To arrange access to the Public Health Building on your Student Card, please email <a href="mailto:enquiries@sph.uq.edu.au">enquiries@sph.uq.edu.au</a> with your name and student number. You will require access to the Entry Doors on level 0 and 2 and access into the Foyer Door i.e. the floor where your desk is located.
<b>Tertiary Transport Concession Card</b>	The Tertiary Transport Concession Card (TTCC) has been removed and is no longer required. Translink is working on a new technology-based go card solution. Until this is implemented, students are still required to meet all of the eligibility criteria to purchase and travel on concession fares. Read Translink's Student FAQs for more information: <a href="http://translink.com.au/tickets-and-fares/concessions/tertiary-student-faqs">http://translink.com.au/tickets-and-fares/concessions/tertiary-student-faqs</a>

<b>Travel Card</b>	Students will require a Travel Card. To apply for the card, please email our Finance Department at <a href="mailto:Finance1@sph.uq.edu.au">Finance1@sph.uq.edu.au</a> with a valid copy of either your passport or driver's license.
<b>Software</b>	For your software requirements, please email IT at <a href="mailto:help@its.uq.edu.au">help@its.uq.edu.au</a>
<b>Associate Staff Account</b>	RHD students are provided an Associate Staff Account which provides a 10 gig P Drive and staff internet access. To access the P: drive from home, please email IT Support at <a href="mailto:help@its.uq.edu.au">help@its.uq.edu.au</a> - with your student username.
<b>Redirect Email</b>	Students have two accounts - a student and a staff account. Students to redirect their staff account (which is a fixed term account) to their <b>student account</b> (which is for life). Alternatively, students can keep the two accounts separate but they will need to check both as all information from the Graduate School is sent to your <b>student account</b> .  To redirect your email to a preferred email account, follow the instructions on this link: <a href="http://www.its.uq.edu.au/helpdesk/redirect-student-email">http://www.its.uq.edu.au/helpdesk/redirect-student-email</a>
<b>Setting up printer</b>	To set up your details to a photocopier in the School, first type in your <b>UQ username/password</b> THEN tap with your student card.
<b>Learning Advisor</b>	The learning advisor can assist you with planning and structuring your writing, managing your time, developing critical thinking, improving your writing skills and managing reading and note-taking. Phone Student Services Reception on (07) 3365 1704 for an appointment, <b>specifying the appointment is for Herston Campus</b> .
<b>RHD Writing Group</b>	The Writing Group meets on Thursdays from 11am to 12 noon in room 422, level 4 Public Health Building. The purpose of the group is to bring a piece of writing that you are working on (still in <b>draft</b> form) and to share it with the group who will give you feedback and comments about whether it flows and makes sense. Sometimes we also discuss points of grammar. Additionally we plan to spend 10 to 15 minutes at the beginning of each session, just writing on a given topic or something of your choice. You can choose if you want to discuss this writing with someone in the group. Sometimes we also look at people's confirmation presentations or three minute thesis presentations and give each other feedback. The important thing about a writing group is that you benefit from <b>both giving and receiving feedback</b> . Therefore it is important that you attend even if you do not have any writing that you want to bring to the group because you can give others feedback and you will learn from hearing other people's feedback. If you are interested in joining, you should be prepared to commit to attending once a fortnight. You can email <a href="mailto:m.butler4@uq.edu.au">m.butler4@uq.edu.au</a> if you have any questions or to register your interest.
<b>Student Journal Club</b>	A RHD Student Journal Club is held every two months. The general purpose of a journal club is to critically analyze existing research. It can help in better understanding of research processes and improve your ability to discuss and critically appraise scientific literature. The main goal is to create an open venue for friendly and lively scientific discussion with fellow students. Every session a different student will select a paper for discussion.  The School's RHD Student Rep will email the students directly advising when the next meeting will be held.

<b>Disability Advisor and Student Counsellor</b>	Personal counsellors can help you with stress, adjustment and relationship issues. Phone Student Services Reception on (07) 3365 1704, <b>specifying appointment is for Herston campus.</b>
<b>Skills Training</b>	The Graduate School has an invaluable Career development framework around skills training workshops and seminars for RHD students: <a href="http://cdf.gradschool.uq.edu.au">http://cdf.gradschool.uq.edu.au</a>
<b>Student Hub</b>	<p>The School's Student Hub located on Level 4 of the Mayne Medical Building, entrance via room 402A and open to all students. This area has the following facilities for the School's Student body:</p> <ul style="list-style-type: none"> <li>• General break out area with a fridge, couches, ottomans, microwave and general notice board.</li> <li>• A small group and meeting room, with a Collaboration on Wheels (COW) station that has video conferencing and other capabilities for group work.</li> <li>• A larger group and meeting room, with a Collaboration on Wheels (COW) station that has video conferencing and other capabilities for group work.</li> <li>• A quiet/prayer room.</li> <li>• A mini computer lab for students with School software such as SAS and SPSS installed and connected to the network.</li> </ul> <p>This room is swiped card activated and is open to all students Monday to Friday from 7am to 5pm. During this time the room will automatically be opened via this access control.</p>
<b>Introduction to Epidemiology (PUBH7600)</b>	Introduction to Epidemiology is compulsory for students with no public health experience.
<b>3-6 Month Review Report</b>	The <a href="#">3-6 Month Review Report</a> is a confidential internal checklist to ensure you are aware of where you should be by this stage in your candidature and to identify early potential problems with project/supervisory relationship etc. It is important to establish any concerns you may have or your expectations are not being fully addressed. The completed Report is provided to the PGC for input and will not be forwarded to your Principal Advisor.
<b>Research Integrity Training</b>	<p>The <b>Research Integrity Training Module</b> will provide advice and information on research design, research data management, authorship and more. This online course has been implemented at a number of universities across the globe, including many of Australia's Go8 Universities, making it an important and transferable training program.</p> <p>There are 5 modules available. Candidates can choose the module most appropriate to their field and then take the test which should take approximately 6 hours. Completion of this module is <b>compulsory</b> for all research candidates <b>before</b> their Confirmation milestone. You can find the Research and Integrity Online course in your communities in Blackboard <a href="https://learn.uq.edu.au">https://learn.uq.edu.au</a> - here are some <a href="#">instructions to help you navigate the site</a>.</p>

<p><b>SPH Supplementary Research Money</b></p>	<p><b>(This does not apply to QIMRB students as QIMRB provide funds to their own RHD students. When using QIMRB funds, the student completes a <i>Travel Request Form</i> assisted by SPH Finance Team and are then covered by UQ Insurance.)</b></p> <p>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.</p> <p>When applying for Supplementary Research Money, a <a href="#">Student Approval Form</a> 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 organizing.</p>
<p><b>Research Incentive Scheme</b></p>	<p>Publication in peer reviewed journals 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. 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 supervisor(s). Students to provide proof of acceptance and affiliation via an email from the journal, as well as a copy of the manuscript or copy of the published article - along with completed Claim Form.</p>
<p><b>Online Oxford Dictionary</b></p>	<p>Free online Oxford Dictionary is available via UQ Library. On the UQ Home Page search in the <i>Library</i> banner under 'Catalogue' - for Oxford English Dictionary - <a href="http://www.library.uq.edu.au">http://www.library.uq.edu.au</a></p>
<p><b>Support offered by the Herston Medical Library</b></p>	<p>The Library has built customized pages to support students in their research needs while studying at UQ. One such collection of pages are called LibGuides. Please review the list below and if you have any questions you can contact your School of Public Health Librarian: <a href="https://www.library.uq.edu.au/contacts/librarians/">https://www.library.uq.edu.au/contacts/librarians/</a></p> <p>Public Health LibGuide: A collection of resources to guide and support you through your studies and research and to introduce you to the information available on issues relating to public health: <a href="http://guides.library.uq.edu.au/Population-Health">http://guides.library.uq.edu.au/Population-Health</a></p> <p>From the Public Health LibGuide you can access the following:</p> <ol style="list-style-type: none"> <li>1. <a href="#">Library 101</a> - LIBRARY 101 is a new online information literacy tutorial. It consists of six modules that guide you through everything you should know about locating and using the UQ library. Complete all 6 modules or just the modules you need to. To do LIBRARY101, login with your UQ username and password and then click the "Submit" button</li> <li>2. <a href="#">Ask I.T.</a> - To help you with everything from setting up your wireless UQ account and printing; to training in how to best use the Windows suite of products.</li> <li>3. <a href="#">Library Classes</a> - A collection of classes offered by the Library to provide you with the skills to best use the resources available to you e.g. Database Searching, Citation Management Software (EndNote), Metrics, Researcher ID etc.</li> <li>4. Scholarship and Awards – The Public Health LibGuide also offers a listing of sites that offer scholarships and awards for financial reward/support for research and studies.</li> </ol>

<b>Ethics</b>	Advice prior to submission can be requested directly from the Chair of the Ethics Committee, Dr Lisa Fitzgerald, who can be contacted on 07 336 55541 or by email at <a href="mailto:l.fitzgerald@sph.uq.edu.au">l.fitzgerald@sph.uq.edu.au</a> . Applications for clearance and guidelines for their completion can be found on the University of Queensland website at: <a href="http://www.uq.edu.au/research">http://www.uq.edu.au/research</a>
<b>mySI-net</b>	<b>mySI-net</b> is a core business application of the University that supports student related activities across all campuses including <b>admissions, enrolments, examinations, calculation and charging of fees and degree progression checking</b> . It is also the repository of a large amount of data about the University's courses and programs.
<b>Milestones; Confirmation, Mid Candidature and Thesis Review</b>	Please refer to the <a href="#">RHD milestone advice and forms</a> web page on the School's website.
<b>Suggested work prior to Confirmation of Candidature</b>	<ul style="list-style-type: none"> <li>• Systematically undertaken a literature search to identify research literature in your substantive area, and to support your theoretical and methodological approaches</li> <li>• Completed a Literature review, providing adequate background and rationale for your study</li> <li>• Established community links and relationships required to facilitate community-based research</li> <li>• Completed a Full Project Proposal, including a schedule of activities and budget</li> <li>• Identified a PhD advisory committee to optimally support your needs throughout your candidature</li> <li>• Completed any supporting <a href="#">public health coursework</a> and <a href="#">research training</a></li> <li>• Applied for ethical clearance to undertake your study, and negotiated field site entrance (e.g. through gatekeepers if appropriate)</li> <li>• Identified relevant grant bodies and sought grant money to cover expenses (research costs, conference attendance) over and above supporting funds available in the school</li> <li>• Thought about <a href="#">thesis preparation and format</a>, and have a plan of how you wish to present it for examination</li> <li>• Identified professional organizations, conferences and journals through which you can begin to establish a professional profile and learn about some of the active researchers in your field nationally and internationally</li> </ul>
<b>Incorporating published papers in a PhD thesis</b>	<p>For published papers, the copyright to both <b>format</b> and <b>content</b> is owned by the journal in which they are published.</p> <p>One cannot include the material without checking for archiving rules and applying for permission to use.</p> <p>At website <b>Sherpa Romeo</b> (<a href="http://www.sherpa.ac.uk/romeo/">http://www.sherpa.ac.uk/romeo/</a>) one can check <b>each journal's</b> restrictions on archiving as they differ wildly.</p>

	<p>Some allow only</p> <ul style="list-style-type: none"> <li>author <b>can</b> archive pre-print (ie pre-refereeing) – ie you can use the manuscript you submitted BEFORE it was reviewed.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>author <b>can</b> archive post-print (ie final draft post-refereeing) – ie you can use the final manuscript that was ACCEPTED after review.</li> </ul> <p>Most will not allow use of the PDF of the published version</p> <ul style="list-style-type: none"> <li>author <b>cannot</b> archive publisher's version/PDF</li> </ul> <p>It is important to also check the CONDITIONS listed, as they may describe an EMBARGO period (ie even if they allow the post-print draft, <b>you must embargo your thesis</b> for the period specified).</p> <p>It is also worth checking the last date that the information was updated as things change significantly.</p> <p>NEXT:</p> <p>At the <b>Copyright Clearance Center</b> website (<a href="http://www.copyright.com/">http://www.copyright.com/</a>) you should apply to use the content (ie the paper/s) you want to include.</p> <p>For most things, if you specify that a) you are the author and b) it's for a thesis, the charge is nil.</p> <p>You still have to go through the process – they will email you the permission.</p> <p>Select the journal you wish to apply to, sometimes also the year in which your article was published.</p> <p>Unless your article was Open Access, you need to go to the Pay Per Use tab. Choose the Republish or Display Content option, then the Republish in a thesis/dissertation option.</p> <p>There's a whole process, and you must register and go through to checkout, but at the end, if you are complying with the conditions (ie what you are asking permission to reproduce will not comprise more than 5% of what you are producing – ie the thesis), it will email you the permission.</p> <p>As part of this permission it will provide a statement regarding permission that must be included in the thesis:  Eg: <b>“Addiction by SOCIETY FOR THE STUDY OF ADDICTION TO ALCOHOL Reproduced with permission of BLACKWELL PUBLISHING LTD. in the format Republish in a thesis/dissertation via Copyright Clearance Center.”</b></p> <p>You must go through this process for each publication you wish to include.</p>
<b>Statistical Support</b>	<p>Consultancy service provides limited advice only. It is not intended to replace the need for students to have an appointed statistical associate advisor (when applicable) nor does it replace the taking of statistical or epidemiological coursework. Approval by the Principal Advisor is required. Please email the PGOA <a href="mailto:rh@sph.uq.edu.au">rh@sph.uq.edu.au</a> for an application form.</p>
<b>Editing Service</b>	<p>An Editing Service is available, funded by the School. Justification to be provided</p>

	confirming participation in workshops offered by Student Services and SPH before applying for editing service. Approval required from Principal Advisor/Postgraduate Coordinator.
<b>Public Health Association of Australia (PHAA) Queensland Branch</b>	The Association provides members with local professional development, networking events and activities, and advocate on behalf of issues that affect the health of Queenslanders. For further information, please refer to the website: <a href="http://www.phaaqld.org.au">http://www.phaaqld.org.au</a>
<b>Statistical Society of Australia</b>	The Society was formed to further the study, application and good practice of statistical theory and methods in all branches of learning and enterprise. Membership is open to all those with an interest in statistics and the objectives of the Society. For details: <a href="http://www.statsoc.org.au/branches/queensland">http://www.statsoc.org.au/branches/queensland</a>
<b>eLearning Blackboard Research Higher Degree My Communities Site</b>	To email students in the School either as a group ( <b>All Participant Users</b> ) or individually ( <b>Single/Select Users</b> ), please log on to eLearning Blackboard site; <a href="https://learn.uq.edu.au">https://learn.uq.edu.au</a>
<b>SPH RHD Facebook</b>	<a href="https://www.facebook.com/groups/uqsphrsa">https://www.facebook.com/groups/uqsphrsa</a>
<b>UQ Wellness Program</b>	<a href="http://uq.edu.au/uqwellness/herston-campus">http://uq.edu.au/uqwellness/herston-campus</a>
<b>Mates@UQ</b>	Mates@UQ run events, programs and activities, aimed to help you meet new people, have fun and relieve the stress of everyday uni life. Our fortnightly newsletter also keeps you in the loop on what's happening around the UQ community, including clubs, societies, UQ Sport, and campus events, as well as the great things happening around our city:  <a href="http://www.uq.edu.au/student-services/matesug">http://www.uq.edu.au/student-services/matesug</a>
<b>Social</b>	<ul style="list-style-type: none"> <li>• Join the <a href="#">UQ Public Health Student Association</a> on Facebook</li> <li>• RHD students - join the <a href="#">SPH RHD group</a> on Facebook</li> </ul>
<b>Student Services</b>	<a href="#">Student Services support for RHD students</a>

For additional advice regarding these processes, please contact the Postgraduate Admin Officer at [rhd@sph.uq.edu.au](mailto:rhd@sph.uq.edu.au)