



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

School of Psychology

Postgraduate Information: Research Higher Degrees 2015

Disclaimer

This is not an official University publication. Therefore, in the event of any discrepancy between this booklet and the official publications, the official publications take precedence. Students and advisors should also refer to the [UQ Graduate School website](#) and the University's [Policy and Procedures Library](#) for the most up-to-date information.

The School of Psychology Postgraduate Information Booklet 2015

The University of Queensland, QLD 4072
CRICOS Provider Code #00025B

If you read nothing else in this handbook (but we hope you do have at least a quick skim of the other content), please take note of the following:

As a Research Higher Degree student, there are multiple forms you will need to complete during your degree.

Before completing any forms related to your RHD candidature, please refer to the Graduate School website for the most up-to-date information on policies, guidelines, and forms

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

When you've completed the form, including obtaining your Principal Advisor's signature, please give your Postgraduate Administrative Officer (Alison Pike) either a paper or electronic copy. If you're emailing the form, send it and any supporting documentation to

rhadmin@psy.uq.edu.au

Alison manages all correspondence regarding RHD candidature, and will arrange signatures from the Postgraduate Coordinator (Prof Kim Halford) before forwarding the form to the Graduate School.

At present, Kim reviews all RHD student forms once a week, usually on Tuesday mornings – please plan ahead wherever possible and send your forms to Alison by 9am Tuesday.

Table of Contents

Introduction	4
The basics	5
Postgraduate Administrative Officer	5
Managing your enrolment and using SI-net	6
Work expectations	7
Leave	7
Supervision	7
General resources and facilities	8
School of Psychology General Office	8
Stationery	8
Mail	8
Faxes	8
Printing and photocopying	8
Circulars/communication	9
AV equipment and material	9
Tearooms/Common rooms	9
Office space	10
Lockers and space for part-time students	10
Keys and card readers	10
Maintenance problems	11
Telephones	11
Security	11
Computer access	12
IT policies	12
Research requirements, resources, and facilities	13
Ethical review of student research projects	13
Research integrity training module	13
First year research participation program	14
Experimental rooms	14
Psychology Resource Centre	14
Library funding	15
Workshop requirements	15
IT and equipment	15
Programming	15
Optional coursework for RHD students	15
UQ Library	15
Seminars and lab groups	16
Financial support	16
Student research support funds	16
Statistical and methodology training support	17
Conference funding	17
Scholarships and funding opportunities	18
Tutorial work	18
Research assistant work	18
RHD progression and development milestones	19
Thesis preparation and submission	24
Applying for an extension	25
Postgraduate representation	25
Other useful resources	26

Introduction

Welcome to the School of Psychology at The University of Queensland. Thank you for choosing us as the place to do your postgraduate research studies, and congratulations on being accepted to study here. We are the largest Psychology department in Australia, and one of the most productive. We have diverse areas of expertise and maintain an intellectually stimulating research environment. Postgraduate students are a vital part of this thriving research culture and we are committed to supporting your research and development as a researcher.

This handbook gives you information about the resources available to postgraduate research students, and the procedures for gaining access to those resources. If you need additional information about School resources, your first port of call should always be your advisor. If resources are required that are beyond the scope of existing provisions, you can raise this through the postgraduate representatives at the monthly School Academic Committee meetings, or through representatives on its various subcommittees (see next page).

The most important resource we offer are people, in the School there is a vast range of highly qualified and experienced scholars. All these people are passionate and committed to the research they conduct and they can give useful feedback and advice. In addition to your advisor, you have access to associate advisors, and are encouraged to consult other academic staff who can provide help. You are expected to complete your research work in three to four years of full time study for a PhD, or the equivalent of part time study. It is crucial to discuss the scope of your research with your advisors to ensure this is possible. You are strongly encouraged to publish your research as you go in high quality refereed journals. Submitting your work for peer review in such journals provides many benefits. You get feedback from international experts about your research and writing. As you gain publications this builds a strong basis for your thesis and a track record that will help you compete for jobs after graduation. As it is possible, structure your thesis to consist of a set of articles, plus an introduction and conclusion; publishing as you go makes the process of completing the thesis much more efficient. Consult with your advisor about what strategy is best for your project.

Please become familiar with the University's Milestones policy, which provides specific deadlines for completing different aspects of your thesis project. Students are required to produce a PhD thesis that makes a significant original contribution to knowledge in their chosen area. The milestones policy is designed to ensure you are on track to complete research of the highest quality that meets this requirement in a timely manner. More information about this policy is available on page 19 of this booklet.

Postgraduate research students are in the unique and privileged position of being able to focus, for an extended period of time, on researching a specific area. Treasure this time, enjoy it, and make the most of it. Use the time to develop yourself to be the best researcher you can be. Research is a complex iterative process with many skills required. For example, you need to read widely about what is relevant to what you have chosen to investigate. You have to reflect on what you read, debate ideas with others, develop theory, formulate research hypotheses that are testable, collect data that test your hypotheses, analyse what you have found, draw conclusions, and communicate in writing and verbally what you have found. Some of this diverse skill set is likely to be easier for you than other aspects. Seize the opportunities offered to refine all of the research skills.

At the same time as pursuing your research with passion, postgraduate study is more than the completion of a research thesis. The goals of postgraduate research training include developing a broad knowledge of psychology and of scientific inquiry in general. The School's research seminars are a good place to start this broad education, and will help you feel part of the School community. Assist fellow postgraduates by providing encouragement, discussing their work, and helping with minor problems. This approach benefits all. The establishment of strong ties with your fellow students and staff can bring lasting friendships and support in the inevitable points of stress in a research career. Seek out opportunities to attend conferences and seminars to hear others and to present your own work. You will build networks of colleagues, who you can assist and be assisted by, in the great enterprise of being a researcher in psychology.

On behalf of the School of Psychology I welcome you and wish you every success with your postgraduate studies.

Professor Kim Halford

Deputy Head (Research & Research Training)

RHD Postgraduate Coordinator and Chair, Research Higher Degrees Committee 2015

The School of Psychology Postgraduate Facilities Handbook was first produced in March 1993 under the aegis of the Executive of the School Postgraduate Research Committee; since then it's undergone multiple tweakings, modifications, and full-on revisions as policies, procedures, and resources continue to evolve. The handbook is updated annually, and UQ Graduate School policies and procedures can also change over time, so even if you've been an RHD student in the School for many (but not too many) years and feel very much at home, please visit the School website each year to download the most recent version. Every attempt has been made to make this booklet as accurate as possible, but if inaccuracies (or omissions) have slipped through, we'd be grateful if you could point them out, in writing, to your Postgraduate Administrative Officer, Alison Pike. Please also contact Alison if you have suggestions for additional content.

A few notes about this handbook:

1. All room numbers given are in the McElwain Psychology Building unless otherwise noted.
2. All phone numbers given are University extension numbers. To ring from outside the University if the extension begins with '5' dial '336' followed by the given extension number, or for extensions beginning with '6' dial '334' followed by the extension.
3. Although this handbook gives room numbers and/or phone numbers for many staff members, it's often best to ring or email people before going to see them. Forms, memos, etc, can be left in pigeonholes in the mailrooms rather than be given to people directly. Email addresses for staff, tutors and research assistants are available on the School directory: <http://www.psy.uq.edu.au/directory/>.
4. If you have questions which aren't answered in the booklet, try the General Office for queries relating to day-to-day non-academic issues (x56230) or the School Postgraduate Administrative Officer (Alison Pike, x56777) as a first point of call if you have any questions or concerns relating specifically to your RHD candidature.
5. All official correspondence with the School regarding postgraduate matters, (e.g. forms relating to change of candidature, thesis submission, etc.) is to be submitted to the School Postgraduate Administrative Officer (Alison Pike). ***This includes any forms that require the signature of the Postgraduate Coordinator*** (Prof Kim Halford). This procedure ensures that the School retains accurate records.

The basic stuff

Your School Postgraduate Administrative Officer (PGAO)

Alison Pike (room 313, phone 3365 6777, email: rhadmin@psy.uq.edu.au) is the School's Postgraduate Administrative Officer (PGAO) for research programs. Alison keeps the school records on research postgraduate matters, and is always happy for students to contact her if they have any questions or concerns about their candidature. She is also your first point of contact for official correspondence and also handles communications between the Graduate School and the School of Psychology. Any forms regarding your candidature (e.g., interruption, nomination of thesis examiners, change of advisory team, etc.) are to be submitted to Alison. If you need the signature of the Postgraduate Coordinator or Head of School, please submit the otherwise completed form (including all supporting documentation as required, plus signatures from you and your Principal Advisor) to Alison and she will organise the appropriate signature and forward the paperwork.

Students who are enrolled concurrently in a postgraduate coursework program (PGCW; Master of Applied/Clinical/Organisational Psychology) should, in the first instance, direct any administrative queries about their coursework to Rachelle Croton (pgenq@psy.uq.edu.au or r.croton@uq.edu.au; x54919), who is the administrator of the School's PGCW programs.

Managing your enrolment and using SI-net

All students are expected to manage their enrolment in accordance with the University's rules and requirements.

Research Higher Degree (RHD; PhD or MPhil) students should refer to the [UQ Graduate School](#) website for relevant University policy and procedures. Also useful is the [University's Policy and Procedures Library](#), which provides detailed information on key issues for RHD students, including candidature progression and development (aka milestones) and the thesis examination process.

Students who are also undertaking postgraduate coursework programs should refer to the University website, [MyAdvisor](#), for relevant University Rules and important dates in each year.

Almost all correspondence from the University is via email. University policy requires that all official University emails, including messages from the School about your candidature, are sent to a UQ email account. **The UQ Graduate School will ONLY send emails to your student account** (e.g., s1234567@student.uq.edu.au). As such, you should ensure that you either check your student account regularly via [my.UQ](#), or set up email forwarding of your student email account to one that you use on a daily basis (this can be either an internal or external account). For information on options for redirecting your UQ student email, please refer to the [UQconnect helpdesk's website](#).

All students can and should access [mySI-net](#), the University's web based student information system, and other important resources from the UQ webpage [Current Students](#). It is vital that you keep your mailing address and contact information up to date in mySI-net so that you will be sure to receive any information sent out by the School, Graduate School, and University.

As a research higher degree student, you'll use mySI-net a little differently from undergraduate or postgraduate coursework students. The key differences are:

- Students enrolled in either the Master of Philosophy or the Doctor of Philosophy research programs have their enrolments administered by the UQ Graduate School. When you log into mySI-net, you'll see that you are already enrolled in a course code beginning with RSCH.
- You cannot alter your study load using mySI-net. If you wish to change your attendance from full-time to part-time, or vice versa, you'll need to request the change by completing a [Change of Candidature Status](#) form and submitting it to Alison. The Graduate School will record the change of load on SI-net.
- If you're an MPhil or PhD student, you cannot enrol in any additional courses using SI-net. All requests to take additional courses as part of your RHD must be approved by your advisory team, the School's PGC, the course coordinator and (in instances where the course is not run by Psychology) the PGC of the School offering the course. Again, there's a form for this, and if your request is approved your enrolment will be processed by the Graduate School.

However, **mySI-net** does enable you to:

- cancel a course and/or add a different course **if you have an approved concurrent enrolment in an additional program***; view course timetables; view the course catalogue; view your class timetable and exam timetable
- pay your financial account & view your student financial information
- look up important dates related to your study
- change personal details** such as your mailing address
- view your results for any coursework; and, very importantly
- **monitor your milestones (more on this later), and any changes to your candidature.**

* Concurrent enrolment is a separate beast, best discussed on an individual basis – contact Alison if you have questions about concurrent enrolment.

** You cannot change some details in mySI-net (e.g., name, date of birth, citizenship) as these require documentary evidence. Such changes must be submitted, together with the relevant documentary evidence, to the Student Centre at the J D Story Building.

You can access your records and make changes using mySI-net at <https://www.sinet.uq.edu.au/>

Work expectations – hours, restrictions, and patterns

The University expects that candidates who are enrolled full-time in an RHD will engage in regular research and study for at least the **equivalent** of a standard 5-day working week (i.e., 9:00am – 5:00pm Monday-Friday), for 48 weeks of the year. Each individual's actual pattern of research and study should be negotiated by the student with their advisory team. RHD students are not required to complete timesheets, or work on their research solely during the hours set out above. However, it is essential for students to make satisfactory progress throughout their program, which would usually require 35-40 hours of work per week. As such, be particularly mindful of this expectation when considering additional work or other commitments: **if you're a scholarship holder**, there are also restrictions on how much paid work you can take on during the hours noted above (refer to [UQ's scholarship terms and conditions](#) for the specifics).

If you're enrolled on a part-time basis, the expectation is that your pattern of study will be equivalent to 50% of the full-time rate over the course of the year: funding to institutions from the Federal Government for part-time students also makes this 50% assumption. Many students enrolled part-time do so due to personal circumstances and other commitments, so the actual pattern of research and study may vary on a weekly or monthly basis. Again, it's about making good progress, and you should negotiate with your advisory team about what is suitable in terms of the needs of the project and your individual circumstances.

Leave – types, policies, and applying

RHD candidates are expected to work on their theses the full-time equivalent of 35-40 hours per week for 48 weeks per year. The remaining 4 weeks should be taken as recreation leave. In addition to rec leave, students can apply to take leave (aka interrupt candidature) for reasons that prevent them from continuing with your research studies such as:

- illness
- caring responsibilities
- work commitments - please note that international students within Australia on a student visa cannot interrupt their studies on the basis of work commitments as there are certain restrictions on this under the Education Services for Overseas Students (ESOS) Act 2000. For more information about visa terms and conditions, contact the Australian Government Department of Immigration and Border Protection on 131 881 (if calling from Australia) or via their website (<http://www.immi.gov.au/>).

With the exception of rec leave, any other form of leave will “stop the clock” on your candidature in terms of milestone due dates and regular scholarship payments. The minimum period of leave that will be approved is 2 weeks, and students can take a maximum of 12 months' leave across the duration of their candidature. Students can take leave from candidature at any stage except within the first or last 3 months of candidature (unless there are medical or other exceptional circumstances).

To apply for recreation leave, first discuss your plans with your advisory team. When you have negotiated your leave dates with your advisors, please email the School's PGO (Alison) to advise of your dates – make sure you copy your Principal Advisor in to the email as evidence of approval.

To apply for any other kind of leave, you'll need to submit a formal application, including medical certificates or other supporting documentation depending on the type of leave. Visit the [Graduate School website](#) for an overview of leave policies, requirements, and the application form. Please forward your application (signed by you and your Principal Advisor) to Alison, who'll submit your request to the Postgraduate Coordinator for review and approval before sending the form to the Grad School.

Supervision

University policy requires all RHD students to have at least a principal advisor upon admission to the PhD or MPhil: **by confirmation of candidature each student should have an advisory team with a minimum of two advisors** (one principal and at least one associate), with the principal advisor taking primary academic responsibility for candidature. In instances where a research project is multi-disciplinary and requires expertise in different areas of the project it is possible to appoint joint principal advisors. An overview of policy relating to the eligibility and role of RHD advisors is available on the University's [policy and procedures website](#), and information on how to make changes to your advisory team is available from the [Graduate School website](#).

The relationship between candidates and their advisors is very important. If you are experiencing difficulties with your supervision in the first instance you should speak with your advisor if at all possible. If needed, you can discuss the

matter with an independent party, such as the PGO, Postgraduate Coordinator or the Head of School. You might also consider seeking outside help from the University's counselling services. While uncommon, it is acceptable to change advisors if you are experiencing a degree of difficulty which is significantly impeding your progress and which cannot be otherwise resolved.

The basic stuff: General School resources and facilities

School of Psychology General Office

The School of Psychology General Office is room 313 on level 3 of the McElwain Psychology building (24A). The General Office telephone number is 3365 6230 and the email address is reception@psy.uq.edu.au. The School of Psychology General Office provides administrative assistance for internal and external mail, room keys and building access, faxes, meeting room bookings, photocopying and photocopy credit. Office hours are generally 8:30am – 5:00pm Monday to Thursday during semester (closing at 4:30pm on Friday), and 8:30am – 4:30pm during semester breaks.

Stationery

A limited amount of letterhead stationery is available from the General Office for research letters. However, students are expected to provide their own stationery supplies. The postgraduate resource room (s207, Social Sciences Building) and academic mailroom (315 McElwain) contain heavy-duty staplers, which can manage thick documents, small staplers, heavy duty hole punch and sticky tape. **These are not to be removed.** See the office staff if the heavy-duty stapler or sticky tape dispenser needs refilling, or if you need photocopying paper.

Mail

Incoming mail is delivered to the School twice a day, at approximately 10.30am and 3.00 pm and outgoing mail picked up at 9.15am and 2pm. Incoming mail is sorted into the pigeonholes. Postgraduates, tutors and research assistants share alphabetically labelled shared pigeonholes in the postgraduate resource room (s207). Academic and most administrative staff have individual pigeonholes in the academic mail room (315). You may also place outgoing mail in the academic mail room.

All outgoing mail needs to be charged to a specified account. You should speak with your supervisor about which account to use. **You need to write the account number clearly on the top of the envelope.** If you are mailing a large number of items please state the number of items alongside the account number.

If posting material overseas use airmail University envelopes, or the Air Mail stamp which is in the academic mailroom. Customs declarations are required for overseas items; contact the General Office for the relevant sticker. Stickers may also be available in the academic mailroom.

If your research requires participants to post back questionnaires/measures to you, you need reply-paid envelopes. Please see staff at the General Office regarding this process. **Reply-paid envelopes should be addressed to a specific member of the School of Psychology and not simply identified by a project name.** Your advisor's approval must be obtained, as costs will be charged to a research account under his or her control. Do **not** use the standard University envelopes. **In case of returned mail please identify the project and name of investigator on the questionnaire, and also on the outgoing envelope.**

Do not try to abuse the mail facility - anything not clearly psychology-related and without an account will not be posted from the office.

Faxes

Outward faxes may be charged to your advisor's fax allocation and require your advisor's authorisation. Fax cover sheets are available from the General Office. The School's fax number is (07) 3365 4466. Outgoing faxes should be given to the staff at the General Office.

Printing and photocopying

The School computers have various word processing packages installed. Laser printers are available close by to normal working areas. All research postgraduates and tutors will have a Psychology IT account created that will give students access to printing and photocopying within the School. Students who have excessive usage noted will be contacted and have limits imposed.

Once the account is created, you'll need to activate your account on the photocopiers – instructions are posted near the machines. Photocopiers are located in the academic mailroom (315) and the postgraduate resource room (S207).

Staff in the School General Office can photocopy large runs of questionnaires for your research. However, you must obtain an account number from your advisor against which to charge the cost. Tutors should charge photocopying for student handouts to the appropriate course code. There is no charge for photocopying the final copies of articles that you are submitting to a journal. Please give the staff at least **three full working days** to complete the copying, particularly at busy times such as around the beginning of semesters and exam times. To arrange photocopying, complete a photocopy request form available in the academic mailroom. Note that course and research materials should have 'The University of Queensland School of Psychology' (and the course code where appropriate) typed on the top of the sheet, or on the first page of a booklet. Please put all discarded photocopies, etc, in the paper recycling bins.

Circulars/Communication

Email is the main source of communication within the School. Therefore it is essential that you monitor your email regularly. As a RHD student in the School, you will be subscribed to two mailing lists (with messages sent to your student account): *Postgrads*, for messages relevant to both coursework and RHD student members of the School, and the *RHD* list for updates and issues related to MPhil or PhD candidates. Some circulars are also pinned on the noticeboards on level 2, and in room s207.

The Grad School also produces a regular e-newsletter specifically for RHD students, which is published every 2 months. This e-newsletter is sent to your UQ student email account, and you can access past issues online at <http://www.uq.edu.au/grad-school/facilities-support>.

Audio-Visual Equipment and Material

Some audio-visual equipment may be borrowed from the School for short-term use. To book and borrow AV equipment, go to the General Office, Level 3. Items of equipment which may be available include a digital video camera, audio tape recorders and headphones. Screens and tripods may also be available – just ask at the General Office.

ITS AV services have a range of AV equipment that can be hired: contact them directly at av@its.uq.edu.au or on x66981. The main teaching rooms in the School (rooms 201-204, 209, 304, 305) are equipped with computer facilities and smart screens. Contact Psychology IT support staff (help@psy.uq.edu.au) for details or help with problems with School rooms or equipment.

The University Library's Multimedia Service <http://www.library.uq.edu.au/teaching-support/multimedia-service> provides audio and visual resources, including over 30,000 DVDs and videos, for borrowing and online. To book materials for teaching purposes, ring x64318 or email: avsbook@library.uq.edu.au. Bookings can be made up to 6 months in advance. Requests from the National Film Library require at least 10 working days' notice. All UQ Library audiovisual material is listed in the Library catalogue.

Many videos are now available through the Library website in digital form, and can be viewed from anywhere by UQ staff and students. Digital videos can also be linked to Blackboard courses. Collections of online videos relevant to Psychology include *Counseling and Therapy in Video I and II*, and the Australian database *TVNews*. TV programmes recorded off-air by the Library can also be made available in digital form for teaching purposes.

Tearooms/Common Rooms

Level 2 in the McElwain building has a combined tearoom/common area for staff and students which opens onto the central courtyard. An additional staff/student common area is on level 4 of the McElwain building. Each room contains a sink, fridge, zip water heater and microwave oven. Please be mindful of all users of these facilities and keep them clean, particularly the fridges.

Office space

At present, all full-time RHD students who are “in-load” are eligible to have a dedicated desk in a shared office, with a small filing cabinet and access to a telephone for local calls. However, please note that office space is limited and there are often delays with space allocations. You may be allocated space in the McElwain Building, Social Sciences Building, or the Gordon Greenwood Building. Student space is allocated by the School Manager, Karen Perkins: Karen liaises with Alison for updates on commencing and submitting students and space requirements. Once you have been assigned office space, contact the General Office on Level 3 to arrange a copy of the appropriate key and/or proximity card access. Authorisation from both your Principal Advisor is also required before you will be given the key to your office.

The School provides these spaces to students on the basis that they:

- have the School of Psychology recorded as their enrolling School;
- have not submitted their thesis; and
- utilise the space **at least 3 days per week**.

Students who go part-time or take leave from their candidature would normally relinquish their space; however, the reasons for leave/change of load and the expected duration of such a change should be considered. It's not especially helpful to require a student to give up their space if they are only absent for a short period of time (i.e., 3 months) as a space will still be required when they return to study. In some instances, if a space is required for a short-term period only, it is appropriate to request temporary use of a space if the student is on leave.

Students who are in their last 12 months of PhD candidature (or last 6 months of MPhil candidature) may also wish to consider applying for a space in the **Graduate School's Thesis Hub**. The Thesis Hub is located within the Graduate School, and is designed as a supportive and quiet environment for students completing their theses, with access to kitchens, shower facilities and a shared meeting room in addition to well-equipped individual workstations. If you are interested in a Thesis Hub desk you'll need to complete a [Thesis Hub application form](#). Applications are assessed by the Grad School.

All students are required to relinquish their desk when they have submitted their thesis. Students who wish to base themselves in the School post-submission have access to the postgraduate student computer labs on level 2 of the Social Sciences building (rooms S202 and S228), and also to a dedicated RHD student hot-desking office on level 1 of the McElwain building.

From time to time, students (or their advisors) will make requests regarding placement. Reasons such as wanting a more “desirable” location, or to be closer to an advisor or friend, are not normally considered adequate reasons for moving. Most, if not all, students and advisors would usually prefer this, but it's not always possible due to the varied locations of RHD space. In addition, moving students after placement without a valid reason unnecessarily consumes School resources (particularly IT staff). All requests are considered, but students/advisors must provide appropriate justification for requesting a move.

Any requests for maintenance, keys/swipecards and furniture should be directed in the first instance to the School's General Office (via reception@psy.uq.edu.au) for appropriate action.

Lockers and space for part-time students

Part-time RHD students without a dedicated space are able to apply for use of one locker whilst they are enrolled in a current program of study. Requests for lockers can be made online: <http://www.psy.uq.edu.au/current-students/postgraduate/locker.html>. Part-time students, and full-time students not needing a dedicated desk (or waiting for space), can access the postgraduate computer labs (S202 and S228) on level 2 of the Social Sciences Building. The UQ Library also provides various study spaces for RHD students, which can be booked online: an overview of the facilities is available at <https://www.library.uq.edu.au/locations/postgraduate-study-spaces>.

Keys and card readers

All postgraduates with office space require key/ card access, arranged by staff in the General Office. If you need a key for your office, you will need authorisation from your advisor and pay a one-off deposit of \$50. An *Income Deposit Slip* should be obtained from the General Office and taken to the Student Centre, JD Story Building to make the payment. Bring your receipt back to the School to exchange for your key. Your deposit will be refunded when all keys are returned at the completion of your degree.

Access to the Psychology building (after hours, using the external door on level 1), the postgraduate students' resource room (room s207), mailroom (room 315), Psychology teaching rooms, and some offices and research labs is by proximity card. Your student card needs to be activated for the proximity card reader by staff at the General Office. Keys to other experimental rooms can also be obtained for the period of data collection. However, you may need to obtain permission from your advisor to access and use keys to certain rooms (see Experimental Rooms). Short-term key loans (2 day maximum) are available from the General Office. Long-term key issue for research labs requires access permission from your advisor, and a \$50 key deposit (if not previously paid).

If you lock yourself out of your room within office hours, see the General Office staff to get back into the room. After hours, ring Security (x51234 or 1800 800 123), who will come to let you in (there is a phone on Level 1 near the lift). If you lose any of your keys, check first with the General Office and Security to see if the keys have been handed in. A replacement charge will be made if you request another key.

Maintenance Problems

For routine maintenance problems (e.g., stopped clocks, blown fluorescent tubes) please email reception@psy.uq.edu.au. For urgent problems during business hours, contact the General Office (x56230). If an urgent problem occurs after hours please contact University Security (x51234). You should also contact the General Office about reported urgent maintenance problems.

Telephones

Phones in postgraduate offices are able to be used to make local, mobile and STD calls **on a limited basis for research-related purposes**. You can also make internal calls (within the University phone system) but access is not given for "premium" or international calls. You should not accept reverse-charge calls. Since the School is required to pay for all external calls made from school extensions, please limit the number of calls you make. Note that phone use is monitored. Each postgraduate office has a small allowance for calls, regardless of the number of students in the room. If you exceed this amount significantly, the occupants of the office may be required to see the Head of School to discuss the matter. If your research requires you to make a large number of outside calls (e.g., telephone surveying) speak to your advisor about charging the calls to a research account.

If you need to conduct private or otherwise sensitive phone conversations as part of your research, room S210 in the Social Sciences building is available for use. The room is bookable via Google Calendar: please contact Alexandra Hall (alexandra.hall@uqconnect.edu.au) for access.

Queries/problems to do with telephones (including all voicemail enquiries) should first be reported to the University's Telephone Faults and Support Line (x51000). Details on using office phones (e.g. how to transfer calls) are given at the back of the University's internal phone directory.

To make an external call from an office, dial '0' then the required number. Dialling '9' will get you the University switchboard.

Security

All external doors and windows are locked between the hours of 10pm and 7am weekdays, and all weekend. However, postgraduate students can enter the Psychology Building at Level 1 after hours with their access cards (see **Keys**). Do not wedge external doors open; if you do, a signal will be sent to University Security, who will come to close the door and report the security breach to the School. All windows should be secured before leaving. In addition, postgraduate students are warned not to leave valuables in locked offices. If you have large sums of money to pay participants or funds for functions, the Finance Office (room 316) will store this securely.

University Security may be contacted on x51234 or **x53333 for emergencies only**. There is also a safety phone on Level 1 of the Psychology Building near the lift. When you lift the handset, it automatically dials Security to enable you to get an escort or contact them in an emergency. Please report all security breaches to Security as soon as possible, even if it concerns other buildings on campus.

UniSafe is a personal security program which operates on all three campuses. Officers from the University's Security Office are on call 24 hours a day, and Emergency call points (St Lucia and Ipswich) and Security call points (Gatton) are located around the campuses. After dark you can remain safe by using the free security bus, or calling for a UniSafe escort to walk you anywhere on campus. The Unisafe homepage can be accessed at <http://www.pf.uq.edu.au/unisafe/>.

Computer access

For most students, computer access should be organised when you commence your studies.

You should check your email daily, as many important announcements are circulated via email. As mentioned above (in *Managing your enrolment* - p. 6) all notices from the University regarding enrolment and candidature, administrative issues, ITS etc., are sent to you at your **student** email address. If you choose not to set up email forwarding, you need to check your student account regularly through my.UQ on the University home page. Sign in using your student user name and password then click on myMail+. Staff accounts, such as those allocated to research higher degree students/tutors/research assistants cannot be forwarded under UQ policy.

Any new full-time RHD student who has Psychology as their enrolling School, and has office space provided by the School, will usually be provided with an entry-level computer at the commencement of their studies. It is the expectation of the School that computers provided under this scheme will remain with the students for the duration of their studies. This provides continuity, but also means that if your studies take an unusually long time, you will end up working on an unusually old machine.

Karen and Alison will liaise with the University's Information Technology Services (ITS) staff to order and arrange installation of your computer. Once your computer has been installed at your desk, all requests for computer assistance, including hardware/software problems should be reported to ITS (x56000, or preferably by email to help@its.uq.edu.au). If you need urgent help, you can try popping up to see the School's ITS staff office (room 435 McElwain) – but a call or email to ITS is the preferred option.

Although all postgraduate rooms are equipped with computers, research postgraduates are free to bring their own computers into their offices in the School. However, these are not covered by University insurance, so you should ensure your personal insurance covers loss of computers from University premises. It is a requirement of the School of Psychology and The University of Queensland that any laptop or desktop computer that is to be connected to the network must be inspected by an IT staff member. The purpose of this inspection is to ensure that the antivirus software and the operating system are current before connection occurs. At this time IT staff will also add network printers.

IT Policies

Users of the School of Psychology network should be advised of the following policies in relation to the use of network facilities:

- The Internet Code of Practice (PPL 6.20.1)
<https://ppl.app.uq.edu.au/content/6.20.01-acceptable-use-uq-ict-resources>
- Use of Directory and Email (PPL 6.20.2)
<https://ppl.app.uq.edu.au/content/6.20.06-email-staff-and-students>
- Use of University Facilities (HUPP 1.50.5)
<http://ppl.app.uq.edu.au/content/1.50.05-use-university-facilities>
- Info Tech Security Management (PPL 6.30.01)
<http://ppl.app.uq.edu.au/content/6.30.01-ict-security>

Users should note the following in particular:

- Never share your password with anyone else;
- Never attempt to gain access to a system you are not authorised to use;
- In any email stating the official view of UQ you must include your name, position/title and source of references;
- Always ensure that your personal views are clearly identified as such (you may wish to include a disclaimer);
- Be aware that in using the UQ network you must also abide by the law, including laws which prohibit illicit materials, discrimination, racism, harassment, vilification, bullying, defamation and violation of copyright;
- Remember that the UQ logo and colours are only to be used on official UQ documents;
- Official web pages must be compliant with publishing guidelines;
- Remember that all emails are UQ property and can be subject to freedom of information action;
- Personal web pages must comply with the code of practice; and
- Use of UQ facilities for commercial purposes, including advertising is forbidden.

The bigger basic stuff: Research requirements, resources, and facilities

Ethical Review of Student Research Projects

All student research projects must undergo the appropriate ethical review process and receive clearance prior to the initiation of data collection.

Students may apply for ethical review through the Psychology Ethics Review Officers: Julie Henry, Jeanie Sheffield, Thomas Suddendorf, and Alex Haslam. Application instructions can be downloaded from the postgraduate student web page <http://www.psy.uq.edu.au/formsandpolicies/download.html?file=1744>. Students must complete and sign, along with their advisor, the School's *Ethical Review Application Form for Psychology Student Research*, which is available on the postgraduate student web page (<http://www.psy.uq.edu.au/current-students/postgraduate/>). Forms should be submitted to Danico Jones via email at psyethics@psy.uq.edu.au or in hard copy to room 206.

If your application is clear and complete, research which very clearly falls within the guidelines set by The University of Queensland (see <http://www.uq.edu.au/research/rid/human-ethics>), the National Health and Medical Research Council (see <http://www.nhmrc.gov.au/publications/synopses/e72syn.htm>), and the Australian Psychological Society (see <http://www.psychology.org.au/about/ethics>) will be promptly reviewed and cleared (generally within two to three weeks of submission). Research which touches on areas of ethical difficulty or ambiguity need to be reviewed outside of the School, by the relevant University committee: this takes substantially longer, so please leave time for review in your research plan.

Please note that student research involving active deception, therapies, genetics, pregnant women, people highly dependent on medical care, people with a cognitive impairment, intellectual disability or mental illness, people who may be involved in illegal activities, and research focused on Aboriginal and Torres Strait Islander peoples should be reviewed through the University (BSSERC) process rather than this School-based review unless a supervisor has current BSSERC clearance for the protocol used in the student research. If a supervisor has such clearance then the student research should be reviewed through this School-based process rather than BSSERC, with the supervisor providing a current ethics clearance number and signature on Question 13 of the School student research ethics review application form.

Research advisors should be able to provide guidance with respect to the ethical review process, as with any other aspect of a research project. This guidance is likely to be especially useful if BSSERC review is required.

If your research includes testing/working with children, you may need to apply for a blue card/working with children check through Blue Card Services: please refer to their website (<http://www.bluecard.qld.gov.au/>) for details and an application form. Note: processing of applications can take 4-6 weeks (longer during peak periods) and you must have received your blue card prior to commencing testing with children. Forms (along with appropriate identification) should be submitted to Dorothy Bathgate or Angela Bestard, PAs to the Head of School (at hospa@psy.uq.edu.au).

Research involving animals will need to be cleared by the appropriate UQ Animal Ethics Committee. Please check with your advisor.

Research Integrity Training Module

From October 2014, all RHD students must complete the Graduate School's *Research Integrity Training* module as part of the University's RHD progression and development (i.e., milestones) procedures. The module provides advice and information to students on research design, research data management, authorship, and other research-related issues. Currently enrolled candidates are required to complete the module before their next milestone, and all future students will be required to complete it before their confirmation milestone.

Students complete the module online via [Blackboard](#), with instructions for completing the module through blackboard available [here](#). There are 5 modules available, and students enrolled through Psychology should select the social and behavioural sciences option. The online module can be completed in around **90 minutes**, and general information about the module is available on the [Epigeum website](#).

First Year Research Participation Program

Postgraduate students have access to the first year research participation program. All students in PSYC1020 and PSYC1030 may earn up to 6% of their course mark by participating in research studies within the School.

The research participation program is managed via the web on SONA Systems <http://uqpsych.sona-systems.com/>. To be granted a login and password researchers must first gain ethical approval. (Application forms are available online at <http://www.psy.uq.edu.au/current-students/postgraduate/>). Once this has been granted SONA application forms will be emailed to you by Danico Jones. Return the completed form via email to psyethics@psy.uq.edu.au (preferred) or to Danico Jones at the General Office on level 3 for processing. Any enquiries regarding this system can be referred to research-participation@psy.uq.edu.au.

A list of Frequently Asked Questions and important dates regarding research participation can be found on the School's webpage at <http://www.psy.uq.edu.au/formsandpolicies/download.html?file=1544>.

The School also has a research participation scheme for paid participants. The process of registering experiments is similar to that for the first year program: information on the scheme, including an overview of payment procedures, is available online via <http://www.psy.uq.edu.au/current-students/postgraduate/>.

Experimental rooms

A variety of rooms are available for use by postgraduate students for experiments, and a full list of research space in the School is available at <https://www.psy.uq.edu.au/research/labs.html/>. (Note: you need to sign in with your UQ username and password to access this page). The features of each space are listed on the site (just click on a particular room for details). Many can be booked online, and access to the lab can be arranged through the General Office. For specialist labs you should discuss your needs with your advisor and then contact the academic associated with the lab for information on suitability and access. Some research space has priority of use by certain staff or research groups, and this must be respected in the booking process.

There are two types of research spaces in the School: community labs and individual labs. Any room designated as a community lab is available to any student or member of staff to use for research. Community labs can be booked via the following link: <http://www.psy.uq.edu.au/research/bookings/>. Individual labs are designated primary research spaces for particular academic staff. They often contain specialised equipment and have particular usage requirements. To gain access to these rooms you must contact the academic/s associated with the room.

In addition, the School has seven teaching rooms (201-204, 209, 304, 305) that are, on rare occasion, available to researchers. However, these rooms are part of the University's centrally-controlled space, and are very heavily booked by tutorial requirements. Priority is given to teaching, and bookings cannot be made before week 3 of each semester. If you are interested in using a teaching room, please contact the General Office.

Please ensure that you book only rooms that are suitable for your type of research. For example, if you don't need to use a computer, book only a room that has no computers. Normally you should book no more than 3 weeks ahead, no more than 12 hours per week, and no more than 2 hours consecutively. If you're making multiple bookings on a single day, please leave a minimum of 2 hours between bookings. If you require some other arrangement, please contact Alison.

Turn on the amber light outside labs (controlled by the light switch marked with a red dot) to indicate when you're using a lab and wish not to be disturbed. Please leave rooms the way you found them. Ensure windows and doors are locked and that the lights and air-conditioning are turned off.

Psychology Resource Centre

The Psychology Resource Centre (PRC) (Room 206) holds major psychometric tests used in the clinical, applied psychology and organisational psychology research areas, as well as books, tapes, past theses and folios. Information on the Centre, including opening hours, borrowing conditions, and a list of available tests, is online at <http://www.psy.uq.edu.au/current-students/resource/>. Danico Jones is the PRC officer, and Ruth Bouma oversees the Centre and is responsible for signing off on test orders.

If a test is not held, first get agreement with your advisor that a specific test is appropriate. Then work out the total sample size and maximum size for group testing and see Dr Ruth Bouma (room 220, x56450) to plan a costing and place an order. The cost of tests will be charged to your advisor's postgraduate research account (see *Student Research Support Funds* on p.16). The proviso is that the test must be returned to the resource centre on completion of research. You will need a written request from your advisor before tests can be ordered or consumables acquired. Please ensure that test materials are returned as soon as possible after testing is complete.

Library Funding

The Library Officer (Dr Brendan Zietsch) is responsible for processing book and journal orders for the University Library from the School. If you believe the University Library should purchase a book or journal it does not possess (and hasn't already ordered) you should discuss the matter with your advisor or the lecturer in charge of the course (if the book would be useful as material for a course offered by the School). The staff member, or you yourself, should then send a memo or email containing all publishing details of the requested text to the Library Officer. All recommendations will be considered, although no guarantees can be made as to the purchase of the book or journal.

Workshop Requirements

The School has a part time Electronics Officer (Nick Sibbald) who can carry out basic electronics design construction and repair work. Should you need some work done, ask your advisor to consult Nick in room 435 (or via email at n.sibbald@psy.uq.edu.au) in the first instance.

IT & Equipment

This category of research facility covers physical resources needed for research, from small items like stopwatches, to larger ones, like computers. Postgraduates are eligible to apply to the School IT & Equipment Sub Committee, in association with their advisor, for funding to buy essential equipment. The School is likely to have many more requests for equipment than it has funds to spend. Requests are prioritised according to a number of criteria which are detailed in the Equipment Sub Committee's 'Constitution, Policies, and Functions' document, available from the Chair of the Sub Committee (Mark Horswill). Essential items and items for which the staff member (in your case, your advisor) is willing to contribute part of the cost are given priority.

To apply for equipment, contact Mark Horswill (m.horswill@psy.uq.edu.au).

Programming

Students who require programming assistance should contact the experimental programmer, Paul Jackson, preferably via email (paulj@psy.uq.edu.au) or x56713 in the first instance. The programming staff in the School are able to assist with programmes involving the manipulation of data and with the writing of simple programmes (e.g. to control software for experiments). In addition the experimental programmer coordinates the online survey system.

Optional Coursework for RHD Students

It is possible for research degree students to undertake coursework if they can argue the relevance of the course to their research programme. The procedure for applying to undertake coursework is as follows:

- 1) discuss the relevance of the course with your advisor,
- 2) obtain permission from the course coordinator,
- 3) download the *Application for enrolment in additional courses form* from the Graduate School website <http://www.uq.edu.au/grad-school/resources-students-146016>, complete the form and obtain signatures from your Advisor, and submit the form, plus evidence of the course coordinator's approval, to the PGO (Alison Pike). She will arrange the approval from the Postgraduate Coordinator and forward the form to the Graduate School.

Please note that careful consideration should be made about enrolment in non-Psychology courses as fees may be applicable for courses delivered by schools other than Psychology.

UQ Library

The University Library also offers free workshops, from sessions on using the catalogue and databases, to more advanced classes on citation searching, using Endnote, alerting services, and more. Phone x64312 for more information or check out the Training Sessions page, at: <https://www.library.uq.edu.au/training/>

The Library offers a wealth of resources, in print and online, to support your study and research. Currently the collection provides approximately 2 million volumes, 85,000 journals, 900 databases, 500,000 ebooks, and 30,000 DVDs. Take a Library tour at the start of semester, or view the virtual tour at: <https://www.library.uq.edu.au/ssah/#vtour> Generous borrowing privileges are provided for all students and staff. If you need access to a book or article not held in UQ Library, you can request it through the Library's Document Delivery Service, and it will be obtained for you from another Library. Use the online request form at: <https://www.library.uq.edu.au/research-support/request-document-delivery>

During semester, the Social Sciences and Humanities Library (which houses most Psychology publications) is open 7 days per week, and the Biological Sciences Library is open 24/7, providing computer access and study space. Study areas in the Duhig Library building are also open 24/7.

Contact your Research Information Service librarian

The Library provides a wide range of support for both coursework and research students. Information especially for researchers can be found at: <https://www.library.uq.edu.au/research-support>

Postgraduate students are welcome to make an appointment to meet individually with a librarian from the Research Information Service, to look at Library resources and techniques relevant to your topic area. Miranda Newell is the research information librarian for Psychology: contact Miranda at m.newell@library.uq.edu.au.

Seminars and lab groups

The School holds a regular Friday seminar series during semester, with papers presented by School staff, and visiting academics. Times, speakers and topics are advertised via email, and occasionally on noticeboards in hallways, the lift, and the mailroom.

The School views seminars as an important educational resource for its RHD students, and regular attendance is expected. These seminars may consist of school seminars, special interest seminars, and interdepartmental seminars in the university or in other locations (excluding conference attendance).

In addition, many research centres and groups within the School run their own lab groups and/or journal clubs. You should speak with your advisory team about groups that are of relevance to your research, and even investigate opportunities to attend groups that, while not directly related to your research, are of interest to you.

Financial Support

Student Research Support Funds

Funds are allocated to academic advisors each year on the basis of the number of postgraduate and undergraduate students they are supervising. Advisors are expected to ensure that student research is not unreasonably expensive, and to authorise funds for research expenses. Principal advisors receive \$400 for each full-time postgraduate research student, and \$200 for part-time research students. Note that this does not mean that each student must have "their" \$400 spent on them each year: This applies for students who are still in load. Full funding to the advisor will only be awarded if students enrol by the end of March. Half funding is awarded if students enrol by the Semester 2 census date. Advisors will receive no funding for extended students (i.e., beyond their expected completion date – 4 years full-time or part-time equivalent). These funds are intended to support the student's research. They may be used to purchase equipment, copying, printing, data entry assistance, or activities that will enhance the student's research development, as approved by the advisor. The allocation must be spent by the end of November in each year as balances do not carry forward for future use.

Statistical and Methodology Training Support

The School provides RHD students with a range of opportunities to develop their statistical and methodological skills to assist them to successfully complete their degree. Current options for support are:

1. Students may enrol in appropriate methodology courses run by the School of Psychology. See page 15 of this handbook for information on how to enrol.
2. Every second year the school runs an advanced statistics course specifically designed for postgraduate students ([PSYC7514: Advanced Psychological Research Methodology](#)). PSYC7514 will run next in semester 1, 2015. The course focuses on advanced methods like multilevel modelling and structural equation modelling.
3. Advanced statistical courses are run by the Institute of Social Science Research Centre of the University of Queensland. The School will pay up to 75% of the cost of a student completing these courses. Information on the courses being offered is available at <http://www.issr.uq.edu.au/mfsas>. Students will need to apply for funding from the School with the endorsement of their advisor. When there is high demand from PhD students for training in a particular statistical approach, the School has negotiated for ISSR to run course especially for our students. Again, the School provides a subsidy of 75% of the costs of completing the course. Some advisors may be in a position to pay for the rest of the cost from their student research support funds.
4. The School is compiling a list of current PhD students and postdoctoral fellows who are available for individual consultation with RHD students on a paid basis. It is important to note these consultants are self-described as having expertise in research methods and statistics, but the School does not formally assess these people's skills. Note also that these consultants will give advice on how to conduct and interpret analyses, but will not do the analyses for students (all RHD students are expected to conduct their own data analyses).
5. The School provides awards of up to \$2,000 toward a student courses in advanced statistical training provided by an approved training organization external to The University of Queensland. In 2014 the awards had a budget of \$10,000. Students will need to complete an application form for an award. In the event that funds applied exceed the amount available, the awards will be granted to students based on the evidence that the training would enhance their RHD, whether the data to be analyzed has been collected, that the training is not available in other ways through the School or University, and the thereafter in the order of applications received in the calendar year.

Conference Funding

RHD students who are in-load (i.e., within the first four years full-time equivalent for a PhD student) are eligible for a maximum of \$1000 for travel to a domestic conference each year. **Students who commenced their degrees in 2014 (and beyond) can roll this funding over into future years if the allocation is not used within the year.** Unfortunately, there is no provision to backdate this for students who commenced their degrees prior to 2014 (it would be a logistical, and likely financial, nightmare). All RHD students are also eligible for a maximum of \$2000 for help in funding attendance at an overseas conference **once** during their candidature. The application form, including rules for eligibility for the overseas supplement, are on the School's website <http://www.psy.uq.edu.au/formsandpolicies/download.html?file=640>.

Part-time postgraduate research candidates (enrolled in Psychology) may apply each year to a maximum of \$500 for conferences during the first eight years of their candidature. They may also apply once only during the first eight years of their candidature, though not in their first year, for an additional \$2000 to help fund attendance at an overseas conference.

Please note that the School only receives funding for PhD candidates for the first 4 years for full-time students and the first eight years for part-time students.

To be eligible for this assistance, students must be presenting at the conference.

You may combine the overseas funding with your basic funding if you wish. If a student submits earlier than 4 years for full-time or 8 years for part-time of candidature, they may claim conference travel in the year that they submit, but not thereafter.

Please note that the conditions for conference funding are subject to change. For up-to-date information check the latest version of the application form posted on the School web page:

<http://www.psy.uq.edu.au/formsandpolicies/download.html?file=640>

Scholarships and funding opportunities

A number of different financial awards are available to full-time postgraduates (see the Graduate School's Scholarships webpage (<http://www.uq.edu.au/grad-school/scholarships-and-fees>) for details of scholarships for domestic and international students. The most common scholarships for domestic RHD students are Australian Postgraduate Awards and University of Queensland Research Scholarships, and for international students, International Postgraduate Research Scholarships and UQ International Scholarships. However, most of these scholarships are awarded to an applicant at the time of commencement; there are frustratingly few financial support options for students who have already commenced their degree. Postgraduate students not already supported by a scholarship should check the availability of external scholarships: an overview of options for currently enrolled students, including information on externally funded scholarships, financial assistance, and travel awards, is available from the [UQ Scholarships website](http://www.uq.edu.au/grad-school/scholarships-and-fees). An additional source of information on scholarships is the Joint Academic Scholarships Online Network (JASON), a searchable database of scholarships available to postgraduate students: visit <http://www.jason.edu.au/> for more information. You should also monitor your email for information about special scholarships or awards. Options for research support can be discussed with your advisor.

UQ Research and Innovation also provides a variety of resources to assist researchers – including early career researchers like RHD students – in identifying potential funding sources. Students can sign up to receive the fortnightly UQ Research Bulletin, which lists a variety of funding opportunities, research events, workshops, conferences, and information on awards and prizes. For an overview of the resources on offer, and to subscribe to the Research Bulletin, visit <http://www.uq.edu.au/research/research-management/find-funding>.

The Graduate School also offers a competitively-awarded travel scholarship (Graduate School International Travel Award – GSITA) that assists students to travel overseas for a study-related purpose that is relevant and academically justifiable, but is not essential to completing the thesis. Suitable purposes may include accessing material or facilities that aren't available in Australia, and working in a research environment with resources that aren't available locally: it's intended to support activities and opportunities that will enhance the quality of your RHD experience, thesis, and associated research outputs, develop additional skills for your career, and contribute towards stronger linkages between UQ and key partners. Note, however, that the award does not support travel to visit an advisory team. Details on eligibility criteria, application dates and forms are available from UQ Scholarships website (<http://scholarships.uq.edu.au/scholarship/graduate-school-international-travel-award-gsita>).

Tutorial Work

Tutoring positions in the School are available for some postgraduate students. Applications for tutor positions need to be submitted to the School by early January each year for semester 1. Following the selection process, students and the relevant academic staff sign a contract to specify the duties involved. Tutorial duties include tutorial presentation, consultation, preparation and marking.

Postgraduates who wish to apply for tutoring positions should contact the Tutorial Staff Coordinator, Prof Catherine Haslam, (c.haslam@uq.edu.au) or the Tutorial Coordinator, Jenny English j.english@psy.uq.edu.au. The application website is <http://itutor.psy.uq.edu.au/>.

Postgraduates who do not hold a scholarship may be eligible to apply for more than 9 hours per week tutoring.

Research Assistant Work

While the School cannot guarantee research assistant work in the School for postgraduates, it does its best to assist students in finding work. The Personal Assistant to the Head of School (room 308) accepts resumes of people looking for research assistant work within the School, which are posted on the School website. Staff are encouraged to consult the site when work is available.

The bigger, seemingly less basic stuff that causes the most ongoing concern and confusion amongst RHD students:

RHD Candidature Progression and Development Milestones

What are milestones, and why do they exist?

The progression and development of PhD and research MPhil candidates is managed via a series of milestones. The University's milestone process ensures that you keep on track and have access to feedback and guidance throughout your degree: it's a three-stage process designed to enable you to articulate your research to your colleagues and peers and successfully complete your studies within the specified period for your program (see below). Each milestone is scheduled at equal points throughout your program, and the goal of each milestone is to assess whether the following are appropriate for the present stage of candidature:

- the quality, originality, and amount of the research completed; and
- the oral and written presentation skills demonstrated by the candidate.

Overall, milestones evaluate the extent to which each candidate is developing the knowledge, skills and abilities that they need for a career in research; the quality of work that is being produced; and progress towards timely completion of the project. An additional aim of the milestone process is to note and resolve any potential difficulties BEFORE they become actual difficulties.

In sum, while the milestone process is sometimes seen as potentially punitive ("they're looking for a reason to kick me out"), it is really a developmental process aimed at helping students complete a quality thesis in a reasonable amount of time. Milestones offer students a chance to receive formative feedback and assistance from academics other than their advisors, and they're also an opportunity for advisors to seek assistance from other academics.

Timing of milestones

Milestones are due at 12-month intervals for PhD students, and 6-month intervals for MPhil students. The first milestone, confirmation, is due no later than 12 months after commencement for PhD students, and 6 months for MPhil students (based on full-time enrolment; the dates are doubled for part-time students). For the mid-candidature and thesis review milestones, the exact timing of these intervals varies depending on when a candidate commenced their RHD:

For candidates who commenced and were confirmed before January 1, 2013: mid-candidature and thesis review milestones are due within 12 months (6 for MPhil) of the previous milestone being completed. For example, a student who commenced their PhD on November 1 2011, and completes their confirmation on December 4, 2012, will have a due date of December 4, 2013 for their midcandidature review. If they complete their midcandidature review on October 10, 2014, their thesis review will be due on October 10, 2015.

For candidates who commenced or were confirmed after January 1, 2013: all milestone due dates are locked to the commencement date. Regardless of when a milestone is attained (early or late), all three milestones are due at strict 12-month periods from commencement. For example, a PhD student who commenced on April 1, 2013 and completes confirmation on May 6, 2014, will still be due to complete their mid-candidature and thesis review milestones on April 1 each year.

Students are notified by the postgraduate administrator via email that their next milestone is nearing - the typical notification is 8-10 weeks prior to the due date for the confirmation milestone, and 4 weeks before the due date for mid-candidature and thesis reviews. Candidates are expected to complete all milestones and submit their thesis for assessment within the planned duration of their research higher degree program, typically:

- 3 – 4 years full-time equivalent (FTE) PhD candidature; and
- 1 – 2 years (FTE) MPhil candidature.

Candidates who do not achieve a milestone after the following periods of full-time equivalent (FTE) candidature may be liable for a review of candidature (see tables below):

For candidates confirmed AFTER JANUARY 1, 2013:

Milestone	PhD	MPhil
Confirmation	complete within 12 months of commencement 18 months = review of candidature	complete within 6 months of commencement 9 months = review of candidature
Mid-Candidature Review	complete within 24 months of commencement 30 months = review of candidature	complete within 12 months of commencement 15 months = review of candidature
Thesis Review	completed within 36 months of commencement 42 months = review of candidature	completed within 6 months of mid-candidature review 21 months = review of candidature
Submission	Completed within 3 months of thesis review 48 months after commencement = review of candidature	Completed within 6 weeks of thesis review 24 months after commencement = review of candidature

For candidates confirmed BEFORE JANUARY 1, 2013:

Milestone	PhD	MPhil
Mid-Candidature Review	complete within 12 months of confirmation 36 months = review of candidature	complete within 6 months of confirmation 18 months = review of candidature
Thesis Review	completed within 36 months of commencement 48 months = review of candidature	completed within 6 months of mid-candidature review 24 months = review of candidature
Submission	Completed within 3 months of thesis review	Completed within 6 weeks of thesis review

How many milestones are there, and what's involved?

The three milestones prior to thesis submission that each candidate must attain are:

- Confirmation of candidature
- Mid candidature review; and
- Thesis review.

Each milestone consists of an assessment leading to written feedback to the candidate and a recommendation to the Dean, UQ Graduate School about attainment of the milestone. The assessment is made on the basis of:

- written work by the candidate,
- oral work by the candidate presented to members of a wider research community, and
- an interview/dialogue with the candidate.

Information on the format and requirements for each milestone is provided in the reminder email sent by the School's postgraduate administrator. An overview of each milestone is also available from the Graduate School's website: <http://www.uq.edu.au/grad-school/completing-each-milestone>.

The recommendation that a milestone has (or has not) been achieved is made collectively by a Milestones Panel. The Milestones Panel consists of a panel Chair and the members of your advisory team. At the confirmation milestone, at least one additional member of Faculty sits on the Panel – these additional members are the readers of your confirmation document. The Milestones Panel makes its assessment on the basis of evidence provided by the candidate and advice provided by the advisory team about the candidate's progress towards completion of the project and development as a researcher.

The milestones panel may recommend:

- that the milestone has been achieved;
- an extension of the due date (3 months FTE for PhD students) for achieving the milestone; or
- that the candidate has not achieved the milestone after more than one attempt and is liable for a review of candidature.

If the candidate does not achieve a milestone on the first attempt and the candidate is within the timeframe allowed (as per the above tables), they will be given an opportunity to make a second attempt at that milestone. If this is the case, then the candidate will receive written advice explaining: (a) why the milestone has not been achieved; (b) what is required to achieve the milestone (in terms of both quantity and quality of work); and (c) the date by which that work must be submitted. The candidate must then apply for an extension to the milestone due date (more information is below).

Milestone 1: Confirmation

All RHD students begin as provisional candidates.

The intent of the confirmation milestone is to:

- provide advice about the direction, scope, planning, and feasibility of the project; and about the acquisition or further development of appropriate research and professional skills;
- review the human, physical, financial resources needed to sustain the candidature;
- ensure that the candidate is capable of completing PhD/MPhil level work; and
- ensure that the PhD/MPhil will be completed within a reasonable time ("reasonable" = 3-4 years FTE for a PhD; 1-2 years FTE for a MPhil)

There are four components to the confirmation process:

- a confirmation document;
- a set of goals and plan of work for the period leading up to mid-candidature review;
- a seminar; and
- an interview.

The confirmation document should include:

- i. a brief critical review of the literature on the candidate's topic
- ii. the aims of the research, its theoretical rationale, its significance and hypotheses to be tested
- iii. a detailed research proposal, including experimental design and methodology, measures, description of participants, equipment, procedures, summary of statistical procedures, timeline, and comments about feasibility in terms of resources
- iv. an indication if their work is part of funded research and if so, how it fits into that work
- v. where appropriate, a separate page including a tentative costing/budget, which includes necessary expenditure and how it will be funded, and details about the number of participants needed and how they will be obtained
- vi. any pilot or experimental work completed – if any (it will depend on your project)
- vii. copies of any ethics (animal or human) clearance required for the project.

In addition, the document should be accompanied by a set of goals and plan of work for the period leading up to the mid-candidature review. The goals should specify what the candidate aims to achieve by mid-candidature review, while the plan of work should describe the tasks that are to be carried out and when they are expected to be done.

The confirmation seminar is a 40-minute presentation (plus 10 minutes for questions) carried out within the School, and should be open to all academics and postgraduates.

In most instances, the interview will immediately follow the seminar. Members of the Milestone Panel may ask questions regarding any aspect of the project in order to assess the candidate's level of understanding and grasp of the topic, and to evaluate the scope and feasibility of the project. The panel will discuss the proposed goals and program of work with the candidate. Progress against the agreed goals and program of work will be assessed at mid-candidature review.

The milestone panel will assess whether:

- i. the project is suitable for a PhD/MPhil: are the scope, originality and feasibility of the project appropriate for a PhD and likely to attain the requirement of "making a significant new contribution to the discipline"? For an MPhil, is the project likely to fulfil the requirement of "demonstrating capacity for critical analysis and application of specialist knowledge"?
- ii. written and oral feedback about the project has been incorporated, considered and either "taken on board" by

- the candidate, or responded to with a suitable rejoinder;
- iii. the candidate is capable of completing PhD/MPhil level work; as evidenced by the quality of the work completed, and the timely completion of such work.
- iv. the PhD/MPhil promises to be completed within the expected period of candidature within existing resources; paying particular attention to the feasibility of recruitment, availability of required resources, and the candidate providing a realistic timeline for completion of the research.
- v. the advisory team is adequate and effective.

This assessment will be made on the basis of the material presented in the confirmation document, the seminar, and the candidate's oral response to issues raised at the seminar, the interview, and written comments (if any) from the readers.

The standard procedure for confirmation is as follows:

1. At least 2 months prior to the confirmation due date, the PGO (Alison) contacts the student and advisory team. The confirmation document should be submitted no later than 4 weeks prior to the milestone due date. If the candidate and advisory team agree that submission is not feasible by that time, they should request an extension from the UQ Graduate School (via the PGC - Kim).
2. No later than 4 weeks prior to the confirmation due date, the student submits three hard copies of the confirmation document, which includes the Psychology Confirmation Cover Sheet and signed statement of originality, to the PGO. They should also email a soft copy to the PGO. At this time, the student should also nominate two or three potential readers for the confirmation document: to ensure the nominated readers are available, the student or advisor should contact each reader and confirm their availability prior to nominating them.
3. Once the confirmation document is submitted, the PGO advises the Chair of the RHD Committee, who appoints the Chair of the Confirmation Panel from the committee. The PGO confirms that two of the nominated readers are available: two readers are required for confirmation, and it's possible for an associate advisor to act as a reader, provided their advisory load is no more than 30%.
4. The PGO forwards copies of the confirmation document to the Chair and the readers. The document is sent with a memo outlining procedures in terms of scheduling the seminar and the assessment process. If a reader is unable to attend the oral presentation they may provide a written report to the Chair of the Confirmation Panel prior to the oral presentation. The Chair will raise any issues or questions with the candidate in the interview.
5. The Chair of the Confirmation Panel will liaise with the candidate, advisory team and readers to arrange a time for the seminar and interview (a 2-hour block is usually needed). The seminar and interview should occur between 3 and 4 weeks after submission of the confirmation document. The student's Principal Advisor is responsible for advertising the seminar via the School's email lists.
6. The seminar occurs, and the interview will normally take place immediately afterwards. There should be ample time scheduled for the interview (usually 1 hour), such that no one feels 'rushed' through the process. The interview should include a review of the student's plan for the time until the next milestone due date, an opportunity for the advisors to discuss, in private, any concerns about the student's progress, and an opportunity (also private) for the student to discuss any concerns they may have about their advisory team with the Chair.
7. Following the interview, the Chair of the Confirmation Panel prepares a written report summarising the issues raised during the confirmation process, and the recommendation of the Panel. If there is disagreement among the members of the panel, or there are issues that are unresolved, the Chair may consult with other members of staff prior to writing the report. After completing the report, the Chair forwards their report to the student and advisory team. When all parties, including the Chair, are satisfied with the content of the report, the Chair forwards the Attainment/Extension of Milestone form to the Principal Advisor and student for signatures. The form, together with the final written report, is forwarded to the PGO.
8. The PGO checks the documentation, and forwards all documents to the Postgraduate Coordinator for review and endorsement. The PGO will forward the original documents to the Graduate School, and make a copy for the School's student files.

Milestone 2: Mid-candidature review

The intent of the mid-candidature milestone is to assess whether:

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

The components of the review are very similar to those required at confirmation: written work, a brief report summarising progress against the timeline agreed to at confirmation plus a set of goals and plan of work for the period leading up to thesis review, an oral presentation, and interview.

The specific requirements for the written work and oral presentation will vary on a case by case basis, depending on the nature of the project. Each candidate should negotiate the requirements with the advisory team and the Chair of the Milestone Panel. For example, the written work might take the form of a thesis chapter, or a manuscript for publication. Whatever the precise form of the written work it must demonstrate production of work at a level consistent with that expected of a PhD/MPhil level thesis, including demonstrated knowledge of relevant background research, critical analysis of evidence, and clear exposition of research conducted by the candidate. The requirement for an oral presentation may be met by presenting a paper or poster at a conference, or by presenting a seminar within the School.

The most important component of the mid-candidature review process is the interview. The interview will examine progress that has been made since confirmation, and work that is remaining in order to complete the project. As with the confirmation interview, the interview panel may ask questions regarding any aspect of the project in order to assess the candidate's level of understanding and grasp of the topic, and to evaluate the likelihood of successful completion of the project within a reasonable time frame. The Milestone Panel will discuss the proposed goals and program of work with the candidate. Progress against the agreed goals and program of work will be assessed at thesis review.

The milestone panel will assess whether:

- i. satisfactory progress has been made since confirmation
- ii. the project remains suitable for a PhD/MPhil
- iii. the candidate is capable of completing PhD/MPhil level work
- iv. the degree is likely to be completed within the expected period of candidature, and using existing resources
- v. any factors are delaying progress; and
- vi. the advisory team is adequate and effective.

This assessment will be made on the basis of the written work, the oral presentation (if carried out within the school), and the interview.

Procedures:

The general procedure is very similar to the steps outlined for confirmation. The key changes are:

- the PGO will contact the candidate and advisory team approximately 1 month before the due date for the review.
- the Chair of the Mid-Candidature Panel contacts the candidate and advisory team directly to negotiate the requirements for written and oral work, and the date at which any written and/or oral work must be submitted, and the date at which the interview will occur.

Milestone 3: Thesis review

The thesis review milestone is designed to:

- assess whether the work should be ready for assessment by the expected date; and
- identify any major concerns that need attention before submission.

It's expected that the thesis will be *approximately* 80% complete at the time of review: for example, if the body of the thesis is to consist of published papers and manuscripts under review, then the candidate would be ready to attempt and attain the milestone when the last manuscript is in the final stages of being polished.

Again, the components of the review are very similar to those for all milestones: written work, a brief report summarising progress against the timeline agreed to at mid-candidature plus a set of goals and plan of work for the period leading up to submission, an oral presentation, and interview. The specific requirements for the written and oral work will again vary depending on the nature of the thesis, but in most cases the written work will be a submitted or published paper, and the oral work a conference presentation.

Aside from the “usual” discussion points, the emphasis of the thesis review is to ensure that the candidate does, in fact, have a thesis: an appropriate date for thesis submission is no later than 3 months from the time of the thesis review. A key topic of discussion is the process of choosing potential examiners, including a review of the University’s conflict of interest policy.

The final milestone: thesis preparation and submission

Candidates and their advisors are encouraged to start thinking about thesis prep and submission, especially in terms of identifying suitable examiners, as early as possible (i.e., after completing the Thesis Review milestone) as this will minimise any delays in sending the thesis out for examination.

The School’s process for nominating thesis examiners is as follows:

- The advisory team can, if they wish, informally approach potential examiners in the first instance to see if they’re available/interested. However, the Graduate School will send the formal invitation.
- Send Alison the details of a minimum of three examiners (all external to UQ, and the School has an expectation that at least one is not in Australia), and provide their details in order of preference on the Nomination of Thesis Examiners form (please contact Alison for a copy of the form). Justification on the relevance and expertise of each examiner is required, and the Grad School is firm on this requirement (i.e., they will send the form back if there’s insufficient information) – 2 or 3 sentences for each examiner is generally acceptable. When writing the justification for each examiner, it’s best to include a sentence that links the examiner’s relevant expertise to the student’s thesis topic: this shows why the examiner is well-suited to examine the thesis in a way that is easily understood by anyone reviewing the file who does not have area-specific expertise in case of review, auditing or appeal. Something along the lines of “Professor X is well-suited to examine So-and-So’s thesis because...” is perfect.

It is also essential to be mindful of UQ’s conflict of interest guidelines when nominating markers – the guidelines can be viewed at <http://www.uq.edu.au/grad-school/content/current-students/coi.pdf>. If a potential conflict of interest is not declared by the School, the candidate or the examiner at the point of nomination but is discovered during or after the examination, the Graduate School may annul one or both examiners reports and a replacement examiner/s will be appointed – and we really want to avoid this (it also really slows the marking process). It’s always better to declare any potential COI, no matter how small: in some instances it’s possible for the School to make a case for the examiner to be appointed.

- The School’s Postgraduate Coordinator reviews the nominations, and assigns a member of the School’s Research Higher Degree subcommittee to serve as Chair of Examiners. We’ll let you know if there are any issues with the nominated examiners (this is rare).
- Alison forwards the nomination form (already signed by both the Principal Advisor and student) to Kim for his endorsement, and sends it, plus a copy of the thesis abstract (which should be emailed to Alison at rhadmin@psy.uq.edu.au in .pdf or Word format), to the Grad School. The abstract doesn’t need to be final version that appears in the thesis (so it doesn’t have to be “perfect”), but it is required to give potential markers an indication of the thesis content.
- The Grad School’s thesis team then conducts their own COI checks and invites nominees.

In an ideal world, the nomination of examiners form should ideally be sent to the Grad School **1 month prior to thesis submission** so that the thesis can be sent out for examination as soon as possible after it’s submitted, but no-one will die if this period is shorter than one month – it just means the thesis will enjoy a bit of a holiday on eSpace while the examiners are confirmed.

About one week before the student intends to submit the thesis, the thesis submission form (available from the Grad School website) needs to be completed. When the student and Principal Advisor have both signed the form, please send it to Alison: as with every other Grad School form, Alison will obtain Kim’s endorsement before returning the fully endorsed form to the student for upload to eSpace with the thesis. Detailed information on the Grad School’s submission requirements, including a template for the preliminary pages, is available from <http://www.uq.edu.au/grad-school/thesis-preparation> and <http://www.uq.edu.au/grad-school/thesis-submission>. A read-through of this info ensures students don’t end up having to re-upload the thesis as a result of incorrect format.

Applying for an extension to your milestone

PhD candidates who commence or are confirmed from 1 January 2013 may apply for up to three separate three-month extensions throughout the entire duration of their candidature, including submission; however, only a maximum of two extensions will be granted for each milestone. Please note that three months is the standard, and maximum, period of time that will be granted for an extension. MPhil candidates can apply for up to 4.5 months of extension, to be used at the discretion of the candidate and advisory team. Extensions beyond the capped number will be considered by the Dean of the Graduate School on a case-by-case basis in exceptional circumstances.

As a rule, milestone extensions will only be granted on the grounds of research-related delays. Unlike coursework programs, extensions should not be used in cases where illness or personal issues are slowing your progress or preventing you from working on your research. Work commitments are also not appropriate grounds for an extension. If health/personal issues/work opportunities or commitments do arise, you should instead apply for an interruption to your candidature or, if appropriate, look at changing your enrolment to part-time.

The timing and use of the extensions is at the discretion of each candidate and their advisory team to allow for flexibility as required; however, extensions will still need to be approved by the Graduate School by submitting an *Attainment/Extension of Milestone* form, available from the Graduate School website: <http://www.uq.edu.au/grad-school/resources-students-146016>. Where an extension is being sought, an attainment or extension of milestone form must be submitted to the Graduate School at least 2 weeks prior to the milestone due date. As with all forms that are sent to the Graduate School, extension requests must be approved by the School Postgraduate Coordinator before being sent to the Graduate School for review and processing. To facilitate the approval process, please include as much detail as possible when outlining the circumstances that have led to the extension request. If you have any questions about requesting an extension, please contact Alison.

More information and a link to the full University policy and procedures is available from the Graduate School's website <http://www.uq.edu.au/grad-school/completing-each-milestone>.

Postgraduate Representation

Research Higher Degrees Committee (RHDC)

The Research Higher Degrees Committee (RHDC) is a subcommittee of the Academic Committee in the School of Psychology. It includes 1-2 research higher degree students, with the remainder of the membership consisting of at least 8 members of academic staff, one of whom is the committee chair.

The RHDC is responsible for the initiation and monitoring of policy on all matters concerning PhD and MPhil students in the School of Psychology. Issues concerning rules and policies governing requirements of students, resources provided by the School, and other matters concerning research programs, may be referred to the committee by postgraduates or the Academic Committee.

The RHDC is also responsible for the administration of requirements of candidature for research degree students, including requirements for seminar presentations, assessment and monitoring of progress of students in the completion of confirmation documents and milestones, and School administration of thesis assessment. In addition, the committee has a role in resolution of problems affecting the progress of students.

2015 Research Higher Degrees Committee (RHDC) Membership

The RHDC is a sub-committee of the Academic Committee and for 2015 consists of the following members:

Chairperson: Prof Kim Halford

Academic Staff Members

Assoc Prof Winnifred Louis (Deputy Chair)
Dr Nicole Nelson
Dr Alina Morawska
Assoc Prof Jenny Burt
Assoc Prof Vanessa Cobham

Dr Tegan Cruwys
Assoc Prof Kate Sofronoff
Dr Jeanie Sheffield
Dr Kim Peters
Prof Penny Sanderson
Assoc Prof Derek Arnold

Postgraduate Members

To be confirmed in March

Ex-Officio Members

HoS (Prof Virginia Slaughter)
Chair Academic Ctee (Assoc Prof Mark Horswill)
School Manager (Ms Karen Perkins)
Postgrad Student Admin Officer (Alison Pike)

Academic Committee

The Academic Committee is the major staff-student advisory committee within the School. Its major functions are to facilitate communication between individuals at all levels within the School and to make recommendations (mainly to the Head of School but also to other relevant persons or bodies) on matters of concern to the School. The committee has postgraduate and undergraduate representatives.

The Committee usually meets monthly at 12noon on the first Wednesday of each month. All students, both postgraduate and undergraduate, are permitted to attend, though non-members may not participate at meetings except by invitation.

The Academic Committee has a number of subcommittees: International, IT and Equipment, Research, Research Higher Degrees, and Teaching and Learning (TLC), each of these subcommittees has postgraduate representation. Representatives, including postgraduate reps, on the Academic Committee and subcommittees are elected each year. There are also a number of school officers, including Tutorial Coordinator, Library, and Accommodation among others.

Academic Committee

Chair: Assoc Prof Mark Horswill

Research Sub-Committee

Chair: Prof Kim Halford
Postgraduate Reps: TBA

Equipment & IT Sub-Committee

Chair: Assoc Prof Mark Horswill
Postgraduate Rep: TBA

Teaching and Learning Sub-Committee

Chair: Assoc Prof Mark Nielsen
Postgraduate Rep: TBA

International Sub-Committee

Chair: Assoc Prof Peter Newcombe
Postgrad Rep: TBA

Other Useful Resources**Helpful Organisations/Individuals**

The Graduate School provides information, support, and a recently revitalised [Career Development Framework \(skills training program\)](http://www.uq.edu.au/grad-school/current-students) for all RHD students. Please visit their website for more details: <http://www.uq.edu.au/grad-school/current-students>.

Student Support Services also offers information and skills workshops for postgraduate students: for details please see <http://www.uq.edu.au/student-services/postgraduate-research> and <http://www.uq.edu.au/student-services/learning-workshops>.

The Student Union's *Student Help on Campus* division (<http://www.uqu.com.au/#support-and-representation>) employs advocates (e.g., Gender & Sexuality, Education and Postgraduate) who provide support for students on a variety of issues. To book an appointment with an advocate you can contact the SHOC by phone on (07) 3346 3400 or e-mail at shoc@uq.edu.au

The University's higher education research institute, the Teaching and Educational Development Institute (TEDI) runs courses on teaching and research, some of which are open to postgraduates. For a guide to their courses keep an eye on the circulation box, or go to <http://www.tedi.uq.edu.au>.

The University library also runs free courses about using library catalogues, databases (online, CD-ROM and endnote) and the internet. Call x56346 for more information or see the Training Classes page at <https://www.library.uq.edu.au/training/index.phtml>.

Useful Publications/Web Links

The Courses and Programs database is at: <http://www.uq.edu.au/study/>

General information on all aspects of research higher degree candidature at UQ is available on the web at <http://www.uq.edu.au/grad-school/>

Information Technology Services web at <http://www.its.uq.edu.au/?ocmpsid=24108> gives information on services available to students.