



THE UNIVERSITY  
OF QUEENSLAND  
AUSTRALIA

School of Psychology

# Postgraduate Information: Higher Degree by Research programs (PhD and MPhil)

## 2017

### 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 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 (HDR) Booklet 2017

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

***If you read nothing else in this handbook (but please do familiarise yourself with the other content), take note of the following:***

As a Higher Degree by Research candidate, you'll complete a number of administrative processes throughout your degree. Most of these processes (e.g., interrupting your candidature, changing your advisory team, milestone extension requests) require you to submit a request via the UQ Graduate School's ***candidature management portal***, which you can access via <https://my.uq.edu.au/HDR/services/manage-my-candidature>: here you'll find a list of possible requests, and links to relevant UQ policies.

Before submitting a request you're most welcome to contact your Postgraduate Admin Officer (Alison Pike) if you have questions about possible/appropriate requests, wish to discuss your options and/or their impact on your candidature, or would like some guidance in navigating your way through UQ policy.

Once you submit your request the Graduate School will seek endorsement from your Principal Advisor and the Postgraduate Coordinator for Psychology (Prof Cath Haslam, the School's Director of HDR programs) before reviewing your request. You'll be notified of the outcome via your my.UQ page.

Please note that while the portal enables you to instantly make a request, that doesn't mean your request will be immediately endorsed and/or approved. Please ensure you submit your request (especially ones that can have a financial implication, e.g., scholarship extensions and some leave requests) in line with the timeframes specified in the applicable UQ policy.

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## **Introduction**

Welcome to the School of Psychology of 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 you as 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 we have 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 your chosen research topic. 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. Attending and contributing to School, Research Centre and Research Group seminars, will provide a strong basis to develop these skills. So seize all the opportunities offered to refine your 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 develop 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 Catherine Haslam*  
**HDR Postgraduate Coordinator 2017**

## ***Introducing the handbook***

The School of Psychology Postgraduate 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 generally updated annually, and UQ Graduate School policies and procedures can also change over time, so even if you've been an HDR 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 on level 3 of the McElwain Psychology Building (x56230) for queries relating to day-to-day non-academic issues (e.g., facilities, printing); if you have any questions or concerns relating specifically to your HDR candidature your Postgraduate Administrative Officer (Alison Pike) is your first point of call.
5. All official correspondence with the School regarding HDR matters, (e.g. forms relating to thesis submission, milestone documents and reports, etc.) is to be submitted to the School Postgraduate Administrative Officer (Alison Pike). This procedure ensures that the School retains accurate records.

## ***The basic stuff***

### **Your School Postgraduate Administrative Officer (PGAO)**

Alison Pike (phone 3365 6777, email: [rhadmin@psy.uq.edu.au](mailto:rhadmin@psy.uq.edu.au)) is the School's Postgraduate Administrative Officer (PGAO) for research programs. Alison keeps the School records on postgraduate research matters, supports the School's Postgraduate Coordinator (Prof Cath Haslam) in the administration and management of HDR processes and issues, and is always happy for students to contact her if they have any questions or concerns about their candidature.

Alison is usually tucked away in the School's professional staff office on level 3 of the McElwain building but also has **regular drop-in sessions** when HDR candidates are assured of her undivided attention: students are encouraged to take advantage of these sessions, which are currently scheduled on **Monday morning (10am – 12pm) and Thursday afternoon (2.30pm – 4.30pm)**. Free chocolate is on offer to anyone who stops by during Alison's drop-ins.

Students who have a concurrent enrolment 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 ([pgeq@psy.uq.edu.au](mailto:pgeq@psy.uq.edu.au) x54919), who is the administrator of the School's PGCW programs.

## Managing your enrolment and SI-net

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

Higher Degree by Research (HDR; 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 HDR 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, [my.UQ](#), 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 regarding student matters 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 [UQ's Information Technology Services guide](#).

All students can and should access [mySI-net](#), the University's web based student information system, and other important resources from the [my.UQ site](#). 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 HDR student, you'll use mySI-net a little differently from undergraduate or postgraduate coursework students. The key differences are:

- Students enrolled in either the MPhil or PhD 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 initiating a *change of academic load* request via your [candidature management portal](#). Once approved, 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 HDR 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, you'll need to submit a request via the [candidature management portal](#), 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 HDR 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. HDR 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: **at the beginning of your candidature you should speak with your advisory team about what's suitable in terms of the needs of the project and your individual circumstances, and continue to discuss and negotiate these issues throughout your program as your research and circumstances evolve.**

## Leave – types, policies, and applying

As noted above, HDR 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 (also referred to as an interruption) for reasons that prevent them from continuing with their 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 (<https://www.border.gov.au/>).

With the exception of rec leave, any other form of extended leave will “stop the clock” on your candidature in terms of milestone due dates and 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 extended leave\*, you'll need to submit a formal application, including medical certificates or other supporting documentation depending on the type of leave. Visit [my.UQ](#) for an overview of leave policies, requirements, and the link to the candidature management portal to submit your request.

**\*A note about sick leave:** UQ policy allows for up to 10 days of sick leave each year for all HDR candidates as a standard entitlement. In most cases this will cover you for instances where you're off for a day or two or five due to a head cold, dodgy pasta from the refectory, etc. There's no formal application process for this leave, and it has no impact on your candidature – it's all business as usual. However, if you are ever in a situation where health issues mean you are going to be out of action for 10 consecutive working days or more, you are eligible to apply for paid sick leave (if you're receiving a scholarship) or an interruption to candidature (unpaid sick leave if you don't hold a scholarship): this will “stop the clock” on your candidature and hopefully alleviate some of the pressure when you're back on deck and working towards those milestones.

Again, you're welcome to get in touch with Alison if you have any queries about your leave options and how they might impact on your candidature.

## Supervision

University policy now requires all HDR students to have a principal advisor and at least one associate advisor upon admission to the PhD or MPhil: students who commenced their HDR with only a principal advisor must have an advisory team with a minimum of two advisors (one principal and at least one associate) by the confirmation milestone. The

principal advisor takes 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 also possible to appoint joint principal advisors. An overview of policy relating to the eligibility and role of HDR 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 [my.UQ](#).

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](mailto: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 8:00am – 4:30pm Monday to Thursday during semester, and 8:00am – 4:00pm 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 printer 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 an Air Mail stamp (check with the reception team about this). 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 the reception team for information on 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 postgraduate students and tutors will have a UQ 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. 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 HDR 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 HDR student members of the School, and the *HDR* list for updates and issues related to MPhil or PhD candidates. Most notices are circulated around the School by email but some notices are also put on noticeboards in the McElwain building and in s207 (the postgrad resource room).

The Grad School also produces a regular e-newsletter specifically for HDR students, which is produced every 2 months. This e-newsletter is sent to your UQ student email account, and you can access past issues online at <https://graduate-school.uq.edu.au/rhd-candidate-e-newsletter>.

## Audio-Visual Equipment and Material

A range of AV equipment for use in UQ facilities can be hired via UQ's Information Technology Services (ITS); you can browse available resources [online](#). Fees apply, and you'll need to create an online account to use the online booking facility: if you don't want to create an account send an email to [help@its.uq.edu.au](mailto:help@its.uq.edu.au) or call AV hire directly at x66981. The main teaching rooms in the School (rooms 201-204, 209, 304, 305) are equipped with computer facilities and smart screens. Contact ITS ([help@its.uq.edu.au](mailto:help@its.uq.edu.au) for non-urgent requests; x54033 for more timely assistance) for help with problems with School rooms or equipment.

The University Library has a wealth of audio and video resources in physical and online formats, including access to free-to-air and payTV content (via Foxtel), to support teaching, learning, and research. Some useful links to get you started are <http://guides.library.uq.edu.au/how-to-find/video> and <https://web.library.uq.edu.au/library-services/teaching-staff/tv-recordings>.

## 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 this facility and keep the area clean, particularly the fridge.

## Office space

At present, all full-time HDR students in the School are eligible to have a dedicated desk in a shared office, with individual lockable storage 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 may be required before you receive 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 are taken into consideration. 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 months of 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 [apply to the Grad School](#).

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 HDR 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 Enquiries Office (via [reception@psy.uq.edu.au](mailto:reception@psy.uq.edu.au)) for appropriate action.

## Lockers and space for part-time students

Part-time HDR 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 has dedicated postgrad study spaces in Social Sciences and Humanities Library (level 4 in the Duhig Tower, and a Postgraduate Study Centre on level 4 in the Library building itself – Duhig North), with facilities including individual study carrels, individual study rooms, meeting spaces, and a nearby kitchenette.

## Keys and card readers

All HDR candidates 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](mailto: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 outgoing 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 190x numbers 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: you may need to contact the academic associated with the room (currently listed as Eric Vanman – [e.vanman@psy.uq.edu.au](mailto:e.vanman@psy.uq.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/>.

**UQ SafeZone** is a location-based app that connects you directly with UQ Security during an emergency situation on UQ campuses and sites. It's also particularly valuable if you're on-campus after hours. Information on the app, including the download link, is available at <https://www.pf.uq.edu.au/unisafe/uqsafezone/>.

## 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: ITS guides for setting up and managing student email are available at <https://its.uq.edu.au/services/student-email>. Staff accounts, such as those allocated to HDR students/tutors/research assistants cannot be forwarded under UQ policy.

HDR students can print free of charge to common printers located within the School (room s207 Social Sciences building, 315 in the McElwain building); however, all users of the School's networked printers are encouraged to exercise restraint with their printing and individual usage is monitored.

Any new full-time HDR 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](mailto:help@its.uq.edu.au)). If you need urgent help, a call 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. You may need to request support from ITS to connect your computer to UQ networks; you should ensure your antivirus software and operation system is current before this takes place. Note also that while ITS staff may provide guidance on issues that arise with personal equipment, they will not maintain or repair computers that aren't UQ-owned.

## 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.

The University ethics review system is undergoing review and at the time of updating this handbook has not yet been completed, with requirements and processes for student research projects yet to be finalised. You should bookmark the UQ Human Ethics site (<http://www.uq.edu.au/research/integrity-compliance/human-ethics>) and check it regularly for updates. The School of Psychology's HDR and Research Subcommittees will also keep students informed of developments and changes.

At the time of the latest revision of this handbook (July 2017), students undertaking low-negligible risk research may apply for ethical review through the Psychology Ethics Review Officers: Julie Henry, Jeanie Sheffield, John McLean, and Alex Haslam. Application instructions can be downloaded from the [postgraduate student web page](#) (look for the RESEARCH section on the right of the page). Students must complete and sign, along with their advisor, the School's *Ethical Review Application Form for Psychology Student Research*, also available on the postgraduate student web page via the link above. Forms should be submitted to Danico Jones via email at [psyethics@psy.uq.edu.au](mailto:psyethics@psy.uq.edu.au).

If your application is clear and complete, and the research falls unambiguously within all guidelines of the University of Queensland and the Australian *National Statement on Ethical Conduct in Human Research* (<http://www.nhmrc.gov.au/publications/synopses/e72syn.htm>), and the Australian Psychological Society (<http://www.psychology.org.au/about/ethics/>), the review is generally completed and clearance given by the School of Psychology Ethical Review Officers within about **two - 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 process rather than School-based review, unless a supervisor has current University 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 the University's, 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 University 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 Lisa Perry, PAs to the Head of School (at [hospa@psy.uq.edu.au](mailto: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; information on UQ requirements is at <http://www.uq.edu.au/research/integrity-compliance/animal-ethics/>.

### **Research Integrity Training Module**

In October 2014 the Graduate School introduced a compulsory *Research Integrity Training* module for all HDR candidates as part of the University's HDR 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 (including passing an online test) before their confirmation milestone.

Information and a link to the module is available [here](#). There are 5 modules available, and students enrolled through Psychology should select the social and behavioural sciences option. Previous students have reported completion times ranging between 90 minutes and 5+ hours (with additional learning activities also available), 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](mailto: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](mailto: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: <https://bookings.psy.uq.edu.au/research/>. 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 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 [psyresearch@psy.uq.edu.au](mailto:psyresearch@psy.uq.edu.au).

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 a list of available tests, requesting tests not held in the centre, opening hours, and borrowing conditions 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.



## 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 (via email at [n.sibbald@psy.uq.edu.au](mailto: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](mailto: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](mailto:paulj@psy.uq.edu.au)) or x56713 in the first instance. Paul may be available to assist with programmes involving the manipulation of data and with the writing of simple programmes (e.g. to control software for experiments); he also coordinates the online survey system.

## Optional Coursework for HDR 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) submit an *application for enrolment in additional courses form* via the candidature management portal at [my.UQ](#).

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 is a phenomenal resource for HDR candidates. For an overview of the support and resources available, try these links as a starting point:

- <http://guides.library.uq.edu.au/psychology>
- <https://web.library.uq.edu.au/library-services/services-researchers>
- <http://guides.library.uq.edu.au/research-data-management>
- <https://web.library.uq.edu.au/library-services/training>
- <https://web.library.uq.edu.au/research-tools-techniques/referencing>

## Contact your liaison librarian

Postgraduate students are welcome to make an appointment to meet individually with a librarian who has expert knowledge on information, resources and techniques relevant to your topic area. Miranda Newell is the liaison librarian for Psychology: contact Miranda at [m.newell@library.uq.edu.au](mailto: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 HDR 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

Advisors are expected to ensure that student research is not unreasonably expensive, and to authorise funds for research expenses. Funds are allocated to research advisors each year on the basis of the number of postgraduate and undergraduate students they are supervising. At present, **HDR student research support funds are allocated to principal advisors: the current maximum allocation is \$1000 per year for full-time students for the first 3 years of the PhD (2 years in the MPhil)**. The actual amount depends on the proportion of each student's enrolment in Psychology, which is calculated on the basis of their advisory team location and (when a student has advisors outside Psychology) any formal agreement between Psych and other Schools.

Current processing constraints mean the funds are allocated in April each year: if a student commences their HDR in the second half of the year, their advisor would not usually receive an allocation for that student until April of the following year. In addition, current finance processes don't allow balances to carry forward for future use: **allocations must be spent by the end of November each year**.

Student research support funds may be used to:

- purchase equipment/materials
- copying/printing,
- data entry assistance, transcription services, etc
- support training needs (e.g., supplement specialist statistical training, other relevant coursework)
- support other activities that will enhance the student's research development.

It's important to note that while advisors receive an allocation for each student, this doesn't mean that each student must have "their" share of the allocation spent directly on their project/development each year. For example, in some labs in the School the funds are pooled for resources and equipment that will benefit a number of students working with a particular advisor; in other cases it may be that Student A's project requires significant resourcing in year 1 while Student B has identified a particular resource they won't need until year 2, which results in a distribution of funding that "favours" Student A one year, and Student B the next.

At present there is no formal application process for the funds: students discuss their funding requirements with their advisory team then apply directly to the School's finance office, copying in their principal advisor, to access the funds (or be reimbursed). The finance team can assist with practical questions about the process (via email to [finance@psy.uq.edu.au](mailto:finance@psy.uq.edu.au) or dropping by their office in room 315 of the McElwain building).

In 2017 the School introduced a [HDR finance form](#) to assist students, their advisors, and the School's finance team with the budget planning process. Students will complete the form at three points throughout candidature:

- within 3-6 months of commencement to plan for expenditure in year 1 – submit via email to [rhdadmin@psy.uq.edu.au](mailto:rhdadmin@psy.uq.edu.au)
- at confirmation (submitted with milestone documents) to anticipate expenditure for year 2
- at mid-candidature review (again, submitted with milestone documents) to anticipate expenditure for year 3.

We realise the current timing and spread of this funding is a source of frustration, and have become very much aware of how a mismatch can develop between how the funds are allocated and the needs of a project and/or changes in students' candidature (e.g., study load and leave). Unfortunately this is not an issue that can be resolved simply: it's something we are looking at, but any change in this area will take time.



Postgraduate students not already supported by a scholarship should check the availability of external scholarships (see below). You should also monitor your email for information about special scholarships or awards. These options for research support could be discussed with your advisor.

## Statistical and Methodology Training Support

The School provides HDR students with 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 2, 2017. The course focuses on advanced methods like multilevel modelling and structural equation modelling.
3. The School provides financial awards to support attendance at statistical and methodological training courses from UQ or run by recognised external providers, including the ISSR's [Methods for Social Analysis and Statistics program](#) (MFSAS) at UQ and the [Australian Consortium for Social and Political Research Inc](#) (ACSPRI). We are likely to have a total budget of \$20,000 in 2017 for our entire cohort of HDR students, allocated across two rounds (in roughly March and August). Students will need to complete an application form to be considered for an award.

The maximum amount of funding awarded per student will depend on demand: with more than 140 pre-submission HDR candidates in the School and limited resources it can be a challenge to balance the number of requests and the variety of needs with the funding available, and in some cases training may be funded by a combination of the award plus student research support funds. 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 HDR, whether the data to be analysed has been collected, and that the training is not available in other ways through the School or University.

## Conference funding

HDR students who are in-load (i.e., within the first four years full-time equivalent for a PhD student; two years FTE for a MPhil) 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). PhD candidates are also eligible for a maximum of \$2000 for help in funding attendance at an overseas conference **once** during their candidature.

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. PhD candidates 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; PhD candidates may combine overseas funding and basic funding if required. If a student submits earlier than 4 years of full-time or 8 years of part-time PhD candidature (or 2/4 years for MPhil candidates), they may claim conference travel in the year that they submit, but not thereafter.

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

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, which includes rules for eligibility for the overseas supplement, is on the School's website <http://www.psy.uq.edu.au/formsandpolicies/download.html?file=1950>. You should submit your funding request to the School's Finance Team (room 316; email [finance@psy.uq.edu.au](mailto:finance@psy.uq.edu.au)).

## Scholarships and funding opportunities

A number of different financial awards are available to full-time postgraduate students: see the Graduate School's Scholarships webpage (<https://graduate-school.uq.edu.au/scholarships>) for details of scholarships for domestic and international students. The most common are Government-funded Research Training Program and UQ Graduate School scholarships that provide a tuition fee waiver or offset and a living allowance. 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. 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](#).

UQ Research and Innovation also provides a variety of resources to assist researchers – including early career researchers like HDR 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 offers a competitively-awarded travel scholarship (Graduate School Candidate Development Award) that assists students to travel either within Australia or overseas for activities that will contribute to the development of professional and/or transferrable skills. The award does not support travel for research-related purposes (or anything that would enhance the quality of a candidate's thesis). Details on eligibility criteria, application dates and forms are available from the UQ Scholarships website (<https://scholarships.uq.edu.au/scholarship/candidate-development-award-cda>).

## **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, Dr Stacey Parker, ([staceypa@psy.uq.edu.au](mailto:staceypa@psy.uq.edu.au)) or the Tutorial Coordinator, Jenny English [j.english@psy.uq.edu.au](mailto: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; [hospa@psy.uq.edu.au](mailto:hospa@psy.uq.edu.au)) 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 HDR students:***

### ***HDR 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 those students planning on upgrading from MPhil to PhD, the Graduate School requires another formal PhD confirmation process which in Psychology will be based on the milestone process (see the Milestone Procedures Handbook for more details).

For the mid-candidature and thesis review milestones, the exact timing of these intervals varies depending on when a candidate commenced their HDR:

**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 expected to monitor and anticipate their milestone due dates (these can be tracked via my.UQ and mySI-net), but will also receive a reminder from via email the PGO (Alison) that their next milestone is nearing - the typical notification is 8-10 weeks prior to the due date for the confirmation milestone, and 4-6 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	MPhil to PhD
Confirmation	complete within 12 months of commencement 18 months = review of candidature	complete within 6 months of commencement 9 months = review of candidature	complete within 12 months of commencement 18 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	As per PhD
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	As per PhD
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	As per PhD

**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.

An additional Confirmation is required for any MPhil student planning to transfer to PhD.

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 PGO. An overview of each milestone is also available from the University's Policy and Procedures Library: check section 5 at <https://ppl.app.uq.edu.au/content/4.60.05-higher-degree-research-candidature-progression-and-development#Procedures>

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 - this is typically one of 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 HDR 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:*

The confirmation document includes:

- 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 (including numbers needed and how they will be recruited), 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. a tentative costing/budget for the project, which includes necessary expenditure and how it will be funded (including consideration of student research support funds: see p. 16 for info on these)
- vi. any pilot or experimental work completed
- 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.

For MPhil students wishing to transfer to PhD, a second confirmation will be required. This PhD confirmation process involves three components:

- a confirmation document, comprising an update on research progress, and a revised thesis plan and timeframe for PhD study
- a set of goals and plan of work for the period leading up to mid-candidature review; and
- an interview.

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 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) sends a reminder to the student and advisory team. The confirmation document should be submitted no later than 3-4 weeks prior to the milestone due date. If the candidate and advisory team agree that submission is not feasible, they should request an extension from the UQ Graduate School.
2. No later than 3-4 weeks prior to the confirmation due date, the student submits their confirmation document, which includes the Psychology Confirmation Cover Sheet and signed statement of originality, via email to the PGO. By this time, the student should also nominate two 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 HDR 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 one 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 student will initiate

their attainment/extension of milestone request via [my.UQ](#), ensuring they upload a copy of the Chair's report as a supporting document.

## **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.

As a guide 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 (for PhD candidates, 6 weeks for students doing an MPhil). 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

**Note: this process remains current as at July 2017, but will move to the my.UQ candidature management portal at some point in the yet-to-be advised future.**

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 (your advisor can get a copy of the form from the [Graduate School staff website](#)). 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. 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](mailto: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 at least **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: Alison will obtain Cath’s endorsement before returning the fully endorsed form to the student for upload to eSpace with the thesis. Detailed information on submission requirements, including a template for the preliminary pages, is available from [my.UQ](#). 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

### **The following information is based on UQ Graduate School policy.**

PhD candidates are eligible to apply for up to 3 3-month (based on full-time enrolment) extensions across the duration of their candidature, including thesis submission, with a maximum of 2 extensions for any individual milestone. The timing and use of extension is at the discretion of the candidate and advisory team (and the milestone panel). MPhil candidates have a total extension period of 4.5 months (with no request to exceed 3 months), which may be used at the candidate and advisors' discretion across candidature. In the event an extension is approved, the extended due date determines the date for future milestones (even if the student does not use the full extension period).

These caps apply to all students who were confirmed after January 1, 2013 (more than 90% of RHD students in our School); however, the Grad School does consider further extensions on a case-by-case basis in instances where students are affected by significant research-related delays.

**To apply for an extension**, submit your request via [my.UQ](#). Please note that **extending your milestones does not simultaneously extend your scholarship**: to get the additional \$\$\$ you need to submit a separate request for a scholarship extension.

It's important to note that **health/personal issues/work commitments are not appropriate grounds for a milestone extension**: the Grad School will only consider extensions made on the basis of research-related delays. Examples of acceptable research-related issues include unexpected experimental results, emergence of new literature, or delays in gaining ethical approval. Extensions on the basis of scheduling issues have also been approved. In instances where health or other personal issues are slowing progress, students should instead look at their options for part-time enrolment or a formal interruption to candidature: Alison can assist with this.

Completing a milestone after the due date – without an approved extension – has no impact on the due date for subsequent milestones: milestone due dates are based on each student's commencement date, not the date on which the milestone was attained. This benefits students who complete a milestone ahead of schedule, but reduces the date between milestones for students who attain a milestone after the due date and without an extension. Students are encouraged to apply for an extension in any instance where it appears they will not be able to attempt and/or attain the milestone within 1-2 weeks of the due date, but some choose to go ahead without this buffer – it varies according to the individual's comfort zone.

More information on the full policy and procedures is available from the University's Policy and Procedures website <https://ppl.app.uq.edu.au/content/4.60.05-research-higher-degree-candidature-progression-and-development#Procedures>.

## **Postgraduate Representation**

### **Higher Degrees by Research Committee (HDRC)**

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

The HDRC 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 HDRC 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.

### **2017 Research Higher Degrees Committee (HDRC) Membership**

The HDRC is a sub-committee of the Academic Committee, and for 2017 consists of the following members:

**Chairperson:** Prof Catherine Haslam

#### **Academic Staff Members**

Dr Nicole Nelson

Dr Alina Morawska

Dr Fiona Barlow

Dr David Sewell

Prof Matthew Hornsey

Prof Kim Halford

Assoc Prof Kate Sofronoff

Dr Jeanie Sheffield

Dr Kim Peters

Prof Penny Sanderson

Dr Nik Steffens

Dr Eric Vanman

#### **Postgraduate Members**

Tarli Young, Mazlan Maskor

#### **Ex-Officio Members**

HoS (Prof Virginia Slaughter)

Chair Research Committee (Assoc Prof Winnifred Louis, back-up for HDR Chair)

Chair Academic Committee (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

Postgraduate Reps: (HDR) Kunalan Manokara, Aimee Martin, Mia McLean

### **Research Sub-Committee**

Chair: Assoc Prof Winnifred Louis

Postgraduate Reps: Mylyn Dat, Tracy Schultz

### **Equipment & IT Sub-Committee**

Chair: Assoc Prof Mark Horswill

Postgraduate Rep: Sam Hansen

### **Teaching and Learning Sub-Committee**

Chair: Assoc Prof John McLean

Postgraduate Reps: Magen Seymour-Smith, Leah Sharman

### **International Sub-Committee**

Chair: Assoc Prof Peter Newcombe

Postgrad Rep: Nora Nordin

## **Additional resources**

The **UQ Graduate School** provides information, support, and a recently revitalised [Career Development Framework \(skills training program\)](#) for all HDR students. Visit their [current students website](#) for an overview.

**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/upcoming-workshops>.

The **Student Union's Student Help on Campus** division (<http://www.uqu.com.au/student-support>) 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](mailto:shoc@uq.edu.au)

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

**Information Technology Services** provides a wide range of services and guides: an overview is available at <https://its.uq.edu.au/services>.

## ***And if it feels like it's all going to custard...grievances and how to resolve them***

The HDR "journey" – to use a cheesy transformation reality TV term – is a long one, and unlikely to be 100% smooth. Issues can, do, and possibly will arise: sometimes they can be resolved quickly through a quick chat with your advisor/Postgrad Administrator (Alison)/Postgrad Coordinator (Cath) or by checking the information in this handbook or on the web; in other instances it may be a longer and more challenging process, and the University's student grievance resolution policy outlines this.

The full policy, procedures, and guidelines are available at <http://ppl.app.uq.edu.au/content/3.60.02-student-grievance-resolution>. Information for students is also available from the [myUQ](#) website, with additional resources and information provided by the University's Equity Office (<http://www.uq.edu.au/equity/student-grievances>) if the grievance is related to your role as a staff member. [The University of Queensland Student Union](#) also provides independent advice and assistance.

The aim is to resolve most matters of concern to HDR candidates informally and at the local level, where appropriate. As such, in the first instance students who are experiencing any concerns or problems with any aspect of their candidature should, wherever possible, discuss the situation with their advisory team and attempt to reach a solution. Students also have an opportunity during the milestone interview to discuss any issues or concerns with their panel Chair, and throughout their candidature with either the Postgraduate Coordinator (Cath) or Alison (depending on the issue).

Many/most issues can be resolved to everyone's satisfaction at that level, but there remain instances where a student is dissatisfied with the decision made in relation to their grievance. In such cases they are entitled to appeal to the next most senior decision maker: in the event it's not possible to reach a solution with the advisory team, students should then seek advice and assistance from the PGC. If the PGC cannot help resolve the situation, the student should consult the Head of School. If the issue remains unresolved the student should then approach the Dean of the UQ Graduate School for assistance.

The information above refers to academic and administrative concerns. If a student concern relates to discrimination, harassment and bullying or sexual harassment, the University has specific policies and procedures to handle issues relating to these areas. For information please refer to <http://ppl.app.uq.edu.au/content/1.70.06-discrimination-and-harassment> and <http://ppl.app.uq.edu.au/content/1.70.02-prevention-sexual-harassment>.