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# SCHOOL OF HEALTH & REHABILITATION SCIENCES

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AUDIOLOGY, OCCUPATIONAL THERAPY, PHYSIOTHERAPY, SPEECH PATHOLOGY

## RESEARCH HIGHER DEGREE HANDBOOK



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## Welcome

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Welcome to the School of Health and Rehabilitation Sciences. Students studying in this School benefit from the long tradition of high achievement in teaching and research. Our programs in Physiotherapy have been offered since 1938; Occupational Therapy has been offered since 1955 while Speech Pathology has been offered since 1962 and Audiology since 1971. All programs promote a strong focus on scientific endeavours and high quality outcomes.

The School is a national and international leader in research and scholarship in the rehabilitation professions. A number of research collaborations, including two Centres of Clinical Research Excellence and a number of research centres and units, have been developed to strengthen the School's research capacity and translation of research into practice. Find out more about research collaborations *here*.

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## Research Higher Degree Graduate Attributes

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As a research-intensive university, UQ has established the overall qualities, skills, knowledge and abilities that should be achieved by candidates when completing RHD programs. These core attributes reflect and build upon the culture of inquiry and innovation that is part of a research-intensive university, as well as embedding the need to exhibit effective interpersonal skills and a broad understanding of social and ethical responsibilities. Further details can be found at:

<http://ppl.app.uq.edu.au/content/4.60.03-research-higher-degree-graduate-attributes>

## RHD School Contacts:

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### **Post Graduate Administration Officer**

Hayley Sycz

Senior Administration Officer (RHD & Research Admin)

Email: [enquiries.shrs@uq.edu.au](mailto:enquiries.shrs@uq.edu.au)

Ph: 336 57123

### **Post Graduate Coordinators**

Prof Linda Worrall,

Speech Pathology, SHRS

[l.worrall@uq.edu.au](mailto:l.worrall@uq.edu.au)

Associate Prof Venerina Johnston,

Physiotherapy, SHRS

[v.johnston@uq.edu.au](mailto:v.johnston@uq.edu.au)

**Postgraduate Representatives:** The Postgraduate Representatives are your representatives on the SHRS Research Committee.

Grace Branjerdporn [g.branjerdporn@uq.edu.au](mailto:g.branjerdporn@uq.edu.au)

Yaheli Bet-Or [y.betor@uq.edu.au](mailto:y.betor@uq.edu.au)

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## Induction and Training

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### **Graduate Student Week**

Graduate Student Week is held annually and includes keynote sessions and popular activities and workshops. To view the calendar of events please visit: <http://cdf.gradschool.uq.edu.au/>

### **Candidature Skills Training**

The Graduate School's year-round [Career Development Framework](#) program which is tailored to address skill requirements and needs of RHD students during their candidature. Skills Training includes workshops and information sessions. Training activity details will be provided two months in advance. The calendar will also advise whether the session will be repeated later in the year; for example, "Introduction to your RHD (1 of 4)" will be held four times during the year.

Other training programs are offered by:

- [UniQuest](#)
  - [Student Services](#)
-

## Library Research skills and technology training

The Library provides in person and online training in research and I.T. skills to support UQ's teaching, learning and research.

- View our [training calendar](#) for face to face and online sessions
- Library 101 online tutorial - using the Library, finding information and writing your assignments
- Lynda.com - online software and skills training website
- Law online tutorial - understand the basics of legal research

The [Library's Information Literacy Framework](#) develops core skills required by UQ's [Graduate Attributes](#).

## Enrolling in Additional Courses

RhD Students can request to undertake additional courses as part of their research program. Enrolment in additional courses will only be approved when the courses are deemed relevant to your research project or are required by SHRS as part of research training.

In order to request enrolment in additional courses, the Application for enrolment in / cancellation of additional courses form can be found on the Forms for current RHD candidates' website:

<https://graduate-school.uq.edu.au/forms-current-rhd-candidates>

It should be noted that arrangement should be made with the enrolling school to waive the course fees for any additional courses. If a waiver cannot be arranged course fees will be taken from your RHD budget.

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## University Policies and Procedures

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### Student Responsibilities

You should be aware of the University Policies and Procedures outlined below, that form part of the Induction process.

- [1.50.01 Code of Conduct](#)
  - [2.0 Workplace Health and Safety](#)
  - [3.60 Student Rights and Responsibilities](#)
  - [4.60.02 Research Higher Degree Candidate Charter](#)
  - [4.80.01 UQ Research Scholarships](#)
  - [6. Information and Communication Technology](#)
  - [UniSafe Services](#)
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- [Student Services](#)

Research Student expectations from the Postgraduate Research Student Charter have been outlined below.

### **Student Charter**

The University's Postgraduate Research Student Charter sets out the rights and obligations of a research higher degree student. Postgraduate research students should familiarise themselves with this charter, which can be found at [Research Higher Degree Candidate Charter](#)

The Postgraduate Research Student Charter explains University research and research training policy and is designed to provide a set of principles and statements of good practice with respect to matters such as supervision, infrastructure support, monitoring of progress and examinations.

### **University Procedures**

Postgraduate research students can be expected to:

- Pursue work diligently with a view to completing theses within the specified time;
- Ensure that no plagiarism or other form of academic misconduct is committed; ensure that presentation and format of theses meets the University's requirements; and to submit their thesis in a form suitable for examination, that follows protocols or scholarly presentation appropriate to the discipline, and is as far as possible free of grammatical, spelling typographical errors.

### **University Expectations**

The University expects supervisors and students to be familiar with and adhere to relevant University rules, policies, guidelines and Code of Conduct wherever they are applicable to postgraduate research.

Postgraduate Research students can be expected to:

- Take an active, self-motivated approach to research seeking input from other staff and postgraduate students when possible; and, while acknowledging that the supervisor's input and guidance are crucial, accept final responsibility for the research and the thesis;
- Treat University facilities and equipment used in research with due care and in an appropriate manner;
- Obtain ethical clearances for the work wherever necessary and abide by Occupational Health and Safety Policies and Procedures as required;
- Keep abreast of the latest literature in the research field in order to be aware of any developments affecting the thesis and to maintain a broad knowledge of the field;
- Have oral and written competence in academic English at a level appropriate to the production of a thesis and for the reporting of research results;
- See that final drafts are proofread and edited to an acceptable scholarly standard for submission.

## Supervision

Postgraduate research students can be expected to:

- Maintain a mutually agreed level of contact with the Supervisor; attend meetings prepared to make clear statements about ideas, progress and problems; and continue the agreed-upon schedule of contact and for submission of work when away from the University campus on field work or research trips, or while enrolled as a remote student;
- Refrain from embarking on any significant variation to the topic unless agreed with the principal Supervisor;
- Submit regular drafts of work as agreed with the Principal Supervisor, and to allow the Supervisor a reasonable amount of time to read and comment in detail. Written work should be submitted before supervisory meetings;
- Inform the Supervisor of any personal or other difficulties which have slowed or may slow progress;

## School Activities

Postgraduate students can be expected to:

- Present and attend such seminars as the School requires;
- Attend such courses as are specified by the School;
- Treat all their colleagues, students and staff with respect;
- Contribute to the intellectual and social life of the school by participation in activities such as meetings of school postgraduate associations, and by attendance at School Research Seminars and other academic functions;
- Make every effort to attend and present work at relevant conferences and to publish work in appropriate scholarly outlets.

## Managing your Candidature

During your RHD studies, you may need to make changes to your candidature. The following changes to candidature must be endorsed by the student's Principal Advisor and School's Postgraduate Research Coordinator:

- Change in attendance status between full-time and part-time
- Change in attendance between internal and remote status
- Change of research project title
- Period of interruption to candidature

Please refer to the Graduate School web site <http://www.uq.edu.au/grad-school/changing-your-candidature> for information regarding making changes to your candidature and to obtain forms.

## OH&S Responsibilities

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Staff at all levels within the University of Queensland have specific responsibilities for ensuring Occupational Health and Safety (OH&S). These responsibilities are principally based on the Queensland [Work and Health and Safety Act \(2011\)](#) and related regulations and legislation. The [UQ OH&S policy](#) further reinforces these responsibilities.

RHD Students are considered to be UQ Workers and as such must undertake additional OHS training, more than would an undergraduate student. The reasoning being that you will be in the labs or clinics, collecting data, performing leading edge research where additional hazards and risks may exist.

### **Individual staff / Research Higher Degree Candidates must:**

- Comply with safe working procedures
- Use of appropriate personal protective equipment and safety systems
- Assist with the preparation of risk assessments
- Report OH&S problems

**Below is a list of mandatory OHS training you are required to undertake.**

- [General Workplace Safety Training](#) [5 year refresher]
- [Annual Fire Safety Training](#) [annual refresher]
- [Code of Conduct Training](#) [2 year refresher]

All Research Higher Degree Candidates and Staff working on campus are required to complete the

- [UQ New Worker OHS Induction Checklist](#)
- [Training Needs Analysis \(TNA\)](#)

Please give your completed (and signed by your Principal Advisor) UQ New Worker OHS Induction Checklist to RHD Administration to keep on file.

### **Risk Assessments**

All RHD students should complete a Risk Assessment (RA) for their research project. Please discuss this with your supervisor. Government Regulators require us to implement Risk Management systems because UQ is a self-insured entity and developing risk assessments is one method of preventing injuries. To create a RA go into the Risk Management Database (<http://www.uq.edu.au/ohs/index.html?page=29960>) – Training and resource documents can be found on the lower half of this webpage.

The reason for completing a risk assessment is that it makes you consider the risks involved with your research rather than assuming someone has done it for you. Risk assessments should be completed before any collection of data or work in labs or clinics.

When writing your own risk assessment you are welcome to search/copy/modify other risk assessments in the database (university wide) if an existing task is similar to yours. In the 'Process or Job Description' ensure this accurately describes your task, elaborating with information pertinent to your specific research. You may reference another risk assessment if another task/procedure is used. In 'Hazard Event' try to address the hazard by going through the hierarchical controls, for example,

**Elimination:** nil

**Substitution:** nil

**Engineering/Isolation:** nil

**Administration:** Staff/student performs a daily visual inspection of the workspace for trip hazards.

**Personal Protective Equipment:** Nil

If you have any questions please contact Dion Scott, WHS Co-ordinator, your RHD Advisor or Hayley Sycz of the RHD Admin Unit.

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## Workspace

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### Seddon North RHD workspace (level 4)

Each full-time research candidate in the School is allocated the following facilities:

- A desk in a shared workroom (Level 4 Seddon North)
- Storage facilities, including lockable desk drawers and a lockable filing cabinet
- A computer and access to a printer

Other IT equipment such as laptops and additional monitors will be issued on a case by case basis pending the circumstances and requirements. Generally laptops are offered to full time students who undertake part of their research offsite (i.e. in a clinical setting) to enable flexible use across locations.

Part-time and remote research students are able to access a desk and to other facilities if their situation requires it. This needs to be discussed and organised with the School's RHD Administration.

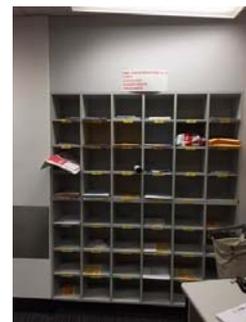
Students are reminded that they should be respectful of the needs of other students within their work area while working in a shared workroom and should keep noise levels to a minimum.

### Meeting rooms

There are two meeting rooms available for RHD Students to use to either make calls in quiet space. One office is set-up with a computer which can be used for some quiet writing time.

## Mailroom

RHD student mail is distributed into the pigeon trays in the level 7 mail room/utility room 706 (Therapies Annex). The pigeon trays are alphabetically labelled “A to Z”. Mail items will be distributed under your surname initial. Please ensure you regularly check the pigeon trays.



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## IT and Online Resources

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### Student email account

As an enrolled student of The University of Queensland, all **official correspondence will be sent to your student email address**. Please note that it is a condition of candidature to check your student email account on a regular basis, or set up an [automatic redirection](#). Information about this can be located at <https://uqconnect.net/helpdesk/student/email/redirect-mail/>

The student UQ email service can be kept 'for life'. Please note this is specific to your student UQ email which will either be [firstname.lastnamexx@uq.net.au](mailto:firstname.lastnamexx@uq.net.au) or [firstname.lastnamexx@uqconnect.edu.au](mailto:firstname.lastnamexx@uqconnect.edu.au) (where xx may be a number).

### Staff and staff associate email accounts

If you hold a paid appointment with UQ or receive a UQ Scholarship you may also be allocated either a staff email or staff associate email. These email accounts typically following the format: [firstnameinitial.surname@uq.edu.au](mailto:firstnameinitial.surname@uq.edu.au) (eg [a.smith@uq.edu.au](mailto:a.smith@uq.edu.au)).

UQ staff and staff associate emails are **not issued for life** so please ensure if you are required to note an email contact for publications please ensure they are using your **student for life** email.

## Blackboard

To facilitate communications, notices and resources the School has a Blackboard community called. **SHRS Research Community**. You will find resources specific to RHD under the 'RHD Students' folder. You can access Blackboard via [eLearning@UQ \(Blackboard\)](#) or your [mySI-net](#) account.

## TurnItIn

TurnItIn is a software tool that has functions for online student assignment submission, text matching, online marking and peer marking.

### Why would I use TurnItIn?

The **text matching** function reports on any text that matches sources found in the TurnItIn database, including web content, previously submitted assignments, and subscription-based journals and publications. The text matching report can be used as a tool to teach students how to properly acknowledge sources as well as highlighting possible plagiarism issues. Please refer to the UQ's [Student Integrity and Misconduct Policy](#)

Access is via [UQ Blackboard](#) under Assessment.

<http://www.elearning.uq.edu.au/content/turnitin>

## RHD student group mailing lists

The School has developed mailing lists specifically for RHD Students so that communications and updates can easily be communicated to our RHD community.

The lists are:

- **All Rhd students:** [shrs-rhd-students@lists.uq.edu.au](mailto:shrs-rhd-students@lists.uq.edu.au)
- **Occupational Therapy:** [shrs-occthy-rhd-students@lists.uq.edu.au](mailto:shrs-occthy-rhd-students@lists.uq.edu.au)
- **Physiotherapy:** [shrs-physio-rhd-students@lists.uq.edu.au](mailto:shrs-physio-rhd-students@lists.uq.edu.au)
- **Speech Pathology:** [shrs-speech-rhd-students@lists.uq.edu.au](mailto:shrs-speech-rhd-students@lists.uq.edu.au)
- **Audiology:** [shrs-aud-rhd-students@lists.uq.edu.au](mailto:shrs-aud-rhd-students@lists.uq.edu.au)

RHD students are allocated to the lists upon commencement. If you think that you are not on the appropriate list please email [enquiries.shrs@uq.edu.au](mailto:enquiries.shrs@uq.edu.au)

## IT Software

The University has a range of Software that students and staff can use. For information regarding specific software please visit ITS website

<https://www.its.uq.edu.au/services/software>

## Useful links

Below are some useful websites which contain detailed information including a broad range of information regarding scholarships, MPhil and PhD programs, resources and training, thesis preparation, and any relevant forms or contacts relating to Research higher Degree studies.

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

<http://www.shrs.uq.edu.au/research>

<http://www.health.uq.edu.au/it>

## Statistic Assistance

The School of Health and Rehabilitation Science offers RHD students the following services in regards to statistics:

Offers statistical advising on:

- Design of research studies
- Data collection and data management
- Statistical analysis of quantitative data
- Interpretation and presentation of results

Presents workshops/seminars on:

- Statistical methods for data analysis
- Stata, a software for statistical data analysis

In order to request these services, please email [stat-shrs@uq.edu.au](mailto:stat-shrs@uq.edu.au)

## RHD Funding - Research Costs and Travel

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### RHD Budget

Research Higher Degree candidates may apply for financial support during their candidature. Budgets must be discussed with your advisory team and endorsed by them. The amount must not exceed \$1500 for an MPhil candidate and \$3000 for a PhD candidate *for research costs and travel combined*.

The combined budget will be approved by the Postgraduate Coordinator at any of the milestones. Budget requests are submitted using the Excel, [RHD Budget Template spread sheet](#) (Appendix B: RHD Funding Support, Appendix C: example of RHD Budget Request Form).

Students are encouraged to consider the priority for any particular expense against other costs and opportunities that can be anticipated for the remainder of their PhD studies, as the allocation is for the entire period of candidature. Note that all expenditure against this allocation must be justified in terms of a student's research or professional development.

All expenditure against a given postgraduate student's allocation requires the authorisation of the student's advisor. No expenditure will be permitted without advisor authorisation.

## Accessing your Approved Budget

Email [finance.shrs@uq.edu.au](mailto:finance.shrs@uq.edu.au) with the following information and they can arrange payment directly.

Employee name:

Item:

Total Cost:

Chart String: RHD Funding XXXXXXXX-XX-XXX-XX FFT: RHDXXXX(NAME)

Attach supplier quote or provide website link for item

Alternatively, you can purchase the items and finance will assist you with a reimbursement form when you send them the tax invoice & receipt of payment

Where travel is involved you will need appropriate travel approvals to be in place prior to payment.

## Travel Policy UQ

All travel can be booked through UniFi, using your UQ username and password. When you book your travel through UniFi, your application is authorised by your Principal Advisor and you can apply for reimbursement of funds under the allocation of your budget.

Full details are available from the Business Services web site at:

Travel @UQ <http://www.fbs.uq.edu.au/travel-at-uq>

Domestic and International Travel required to be processed via **UQ Travel (UniFi)**: The PPL 9.45.05 Travel Policy states that all travel undertaken on behalf of the University is required to be processed in UQ Travel (UniFi). For more information about the University's Travel Policy go to: <http://ppl.app.uq.edu.au/content/9.45.05-travel>.

Once it's been approved by a supervisor, a quote for airfares and accommodation can be obtained from Campus Travel and sent to the Finance team for payment.

In regards to paying for the conference registration, please see if the organisation can generate a Tax Invoice. If they only accept credit card payment, please arrange a time to go up to the Finance Office (Room 814) to arrange payment.

Dear Domestic Traveller,

Please see below a table outlining the information required to be approved by your supervisor before arranging domestic travel.

Please complete all fields, and forward on to your supervisor for their consideration and approval.

Once you have received email approval from your supervisor, please send through to your Finance team at [finance.shrs@uq.edu.au](mailto:finance.shrs@uq.edu.au) for assistance regarding bookings and payment.

\*\*\* PLEASE NOTE: As per University of Queensland Policy, from the 5<sup>th</sup> December 2016 travel **MUST** be booked and paid for via the University approved and contracted Travel Supplier, **Campus Travel** \*\*\*

Email: [uq@campustravel.com.au](mailto:uq@campustravel.com.au)

Online Bookings: <https://serko.campustravel.com.au/sso/saml/authrequest/UQ>

Name:	
Purpose of travel/absence:	
Departure and return date:	
Will you be having any private days or recreation leave during the trip? If yes, please complete and attach the <a href="#">Dual Purpose Travel Calculator - Domestic</a>	
Do you have teaching responsibilities during these dates? If yes, please provide details regarding coverage of these responsibilities:	
Destination:	
Estimated total cost of travel:	
Chartstring details and/or project name:	
Do you require funds loaded on your cash passport for local transport costs, meals and incidentals? If yes, please state the amount:	
Last four digits of cash passport:	

## Graduate School International Travel Award

The Graduate School International Travel Awards are awarded to support overseas travel for UQ Research Students. The award is up to \$5,000 for travel. For information regarding eligibility and terms and conditions please see <http://scholarships.uq.edu.au/scholarship/graduate-school-international-travel-award-gsita>

## Progression and Development - Milestones

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To assist you in forward planning, details of the milestone process are available below, including links to the Policy and Overview of the Process in the School.

From the commencement of your Research Higher Degree Candidature, you will work with your Advisory Team in scheduling your milestones over the term of your candidature.

### **What are the RHD Candidate Progression and development milestones?**

A student's progress in a research higher degree is assessed by candidature milestones.

Candidature milestones consist of confirmation, mid-candidature review and thesis review and occur near the beginning, middle and end of candidature, respectively. They are used to assess the attributes and achievements of students at each stage of their degree and to plan and review progress towards the timely completion of their project. Due dates for milestones can be found in mySI-net when you login, select the 'Research' link and then 'Candidature'. Milestone due dates should be monitored by both students and advisors.

Each milestone is part of a structured process to ensure that RHD candidates are acquiring particular skills, knowledge and abilities while making progress towards completing their research project and writing a thesis.

## Candidature Committee

For each RHD candidate in the School, a Candidature committee will be formed that consists of the following members:

- Committee Chair: Postgraduate Coordinator (PGC)
- The Candidate's advisory team \*
- PGC Representative – a member of the School academic or research staff within the primary advisor's research strength \*\*
- Independent Expert (s) – at least one member of the university staff who is not a member of the advisory team and who has expertise in the general area of the thesis project \*\*\*

*\*This will be the principal and associate advisor(s). All candidates must have at least two advisors.*

*\*\*This person may also be the independent expert or may be a different person.*

*\*\*\*This person need not be a member of the School of Health and Rehabilitation Sciences.*

## What are the requirements for each milestone?

Each milestone has specific requirements, as outlined below, however, in general they consist of

- Written work by the Candidate
- Oral work by the Candidate
- An interview/dialogue with the Candidate

The Candidate will receive written feedback on their work. Following this process the PGC makes a recommendation to the Dean, UQ Graduate School about whether the milestone has been attained.

The progression and development milestones consist of

- Confirmation
- Mid-Candidature Review
- Thesis Review

To assist you in forward planning, from the commencement of your Research Higher Degree Candidature, you will work with your Advisory Team in scheduling your milestones over the term of your candidature.

The following sections provide a brief summary of each of the milestones. There is also further information on the SHRS website regarding [Candidature Milestones](#) and the [Milestone Checklists](#) which should be downloaded directly from the website.

Guidelines for independent panel members of Milestone committees can be found [here](#) (and Appendix A).

For additional information regarding your candidature please refer to the UQ Graduate School, by clicking [here](#). The Attainment or Extension of Milestone form is now an online form and can only be found on the Graduate School web site.

## Confirmation of Candidature

Confirmation is a critically important moment for every research higher degree candidate. At this milestone:

- the candidate receives formative advice about the direction, scope, planning, and feasibility of the project; and about the acquisition or further development of appropriate research and professional skills;
- the school/institute reviews the human, physical, financial resources needed to sustain the candidature, in compliance with relevant university, disciplinary, and external regulatory protocols; and
- the University is assured by the school/institute's review that continuation of the candidature is likely to lead to an assessable thesis in about the period for which the candidate, school/institute, and University are funded to support the candidate's enrolment.

During this stage of candidature the student will need to complete an oral component and undergo an interview. In order to satisfy the **oral component** of the confirmation process, the student must present at a school forum: either the School Postgraduate Research Conference (held at the end of each year) or at another forum, such as a division meeting which is advertised at a school-wide level.

The **interview** date should be as close as possible to the scheduled date in SiNet.

In preparation for the Confirmation milestone the candidate should:

1. Know when the milestone is due, by checking student record in SiNet
2. Discuss the timing of milestone with the advisory team. In consultation with advisory team, decide whether it is possible to meet the scheduled date for the milestone and who will be the independent member of the committee.
3. Contact [enquiries.shrs@uq.edu.au](mailto:enquiries.shrs@uq.edu.au) to confirm the independent panel member and nominate some dates and times for the interview. RHD Administration will confirm the PGC Chair of the review committee and will organise the room and event notifications.
4. Complete the [Confirmation milestone checklist](#) and include it with milestone documentation when sending it to committee members. This should be sent to the committee at least two weeks prior to the interview date. **(Do not submit this documentation through the portal)**
5. The student will also be required to complete the mandatory Research Integrity Module prior to their confirmation meeting (see Appendix D for instructions).

Student should cc: [enquiries.shrs@uq.edu.au](mailto:enquiries.shrs@uq.edu.au) when they send milestone documentation to committee members by e-mail.

Following the interview, two documents are required by the Graduate School to update the student's status to 'Confirmed'.

1. The Chair of the Confirmation Committee produces a report.
2. This report must be attached to the '[attainment of milestone](#)' request that will be submitted through the candidature portal.

Note that you must submit your 'attainment of milestone' form through the portal in order for your confirmation to be finalised.

## Mid Candidature Review:

The mid-candidature review represents a mid-point between confirmation of candidature and thesis review milestones. Achievement of this milestone reassures the candidate, advisory team and school/institute that:

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

There is no interview for Mid Candidature Review unless requested by candidate or advisory team.

In preparation for the Mid Candidature Review milestone the candidate should:

1. Know when the milestone is due, by checking student record in SiNet
2. Discuss the timing of milestone with advisory team. In consultation with advisory team, decide whether it is possible to meet the scheduled date for the milestone and who will be the independent member of the committee.
3. Contact [enquiries.shrs@uq.edu.au](mailto:enquiries.shrs@uq.edu.au) to confirm independent panel member and the Chair of the review committee
6. Complete the [Mid Candidature checklist](#) and include it with milestone documentation when sending it to committee members. (Do not submit this documentation through the portal)

Student should cc: [enquiries.shrs@uq.edu.au](mailto:enquiries.shrs@uq.edu.au) when they send milestone documentation to committee members by e-mail.

Following the submission of the Mid Candidature review documentation:

1. The Chair of the Confirmation Committee produces a report (generally 2 weeks after submission).
2. This report must be attached to the '[attainment of milestone](#)' request that will be submitted through the candidature portal.

Note that you must submit your 'attainment of milestone' form through the portal in order for your confirmation to be finalised.

## Thesis Review:

The thesis review:

- enables the school/institute to determine collectively that the thesis should be ready for assessment by the expected date or determine a new submission date,
- allows any differences of opinion among the candidate and the advisory team about the readiness of the thesis for assessment to be aired and settled collegially,
- assures the candidate and advisory team of the scope, originality and quality of the thesis,
- identifies any major concerns that need attention before submission,
- provides a forum for discussing the mix of disciplinary knowledge required among the thesis assessors to review the breadth of work contained within the thesis, and
- enables the candidate and the advisors to express any reservations or concerns about having any particular individual act as an assessor.

In addition to matters normally covered by feedback and recommendation documents, the thesis review feedback attests to the quality and scope of the research, details decisions reached about the mix of thesis assessors, records reservations about particular individuals, and states the expected thesis submission date.

There is no interview for Thesis Review unless requested by candidate or advisory team.

In preparation for the Thesis Review milestone the candidate should:

1. Know when the milestone is due by checking your student record in SiNet.
2. Discuss the timing of milestone with advisory team. In consultation with advisory team, decide whether it is possible to meet the scheduled date for the milestone and who will be the independent member of the committee.
3. Contact [enquiries.shrs@uq.edu.au](mailto:enquiries.shrs@uq.edu.au) to confirm the independent panel member and RHD Administration will confirm the PGC Chair of the review committee.
7. Complete the [Thesis Review checklist](#) and include it with milestone documentation when sending it to committee members. **(Do not submit this documentation through the portal)**
4. Student should cc: [enquiries.shrs@uq.edu.au](mailto:enquiries.shrs@uq.edu.au) if they send milestone documentation to committee members by e-mail.

Following the submission of the Thesis review documentation:

1. The Chair of the Confirmation Committee produces a report (generally 2 weeks after submission).
2. This report must be attached to the '[attainment of milestone](#)' request that will be submitted through the candidature portal.

Note that you must submit your 'attainment of milestone' form through the portal in order for your confirmation to be finalised.

## **Thesis Submission (Thesis Examination):**

The thesis examination is the final stage of your candidature. The Graduate School strives to ensure that your thesis review and examination is as simple a process as possible and have information and resources on the following:

### [Thesis preparation](#)

Information on what must be included in a thesis, thesis preliminary pages, conflict of interest, as well as details on publications, plagiarism, professional editing, nomination of examiners and more.

### [Thesis submission](#)

Details and links to UQ eSpace (where a thesis must be uploaded), as well as thesis corrections, and information on tuition fees after submission.

### [Thesis examination](#)

Information including thesis examination outcomes, conflict of interest, examination confidentiality, thesis corrections, final thesis requirements, thesis production costs, and delayed or restricted access to a thesis.

### [Oral thesis examination](#)

Several disciplines include an oral examination as part of the RHD process. This link includes information on the objectives of the oral thesis examination, the composition of the oral examination panel, and the structure of the oral thesis examination.

## Appendix A - Guidelines for Independent Panel Members

### Confirmation

- Please read the documents and have your questions ready for the arranged interview between the Chair, candidate, and Advisory Panel.
- At the beginning of the meeting, please indicate to the Chair if you have any major concerns about the candidate's suitability for confirmation.
- Be ready to start the process of asking questions of the candidate.
- Make your suggestions and requirements clear to the candidate in the interview.
- Read, edit and return the report that the Chair emails you by reply email if possible.

### Mid-candidature

Within one week....

- Please read the documents sent to you
- Write a brief report (half a page) on the documents. At this stage, please consider whether the candidate is
  - a. Making sufficient progress (e.g. Are they at least half way? Have they collected some or most of their data? Have they been writing and publishing as they go?)
  - b. Whether the quality of the work is good (e.g. if they have published as they go this is usually a good indicator. If they are writing their thesis in chapters, please read one and provide feedback)
  - c. Whether the scope of their thesis is appropriate (e.g. is it going to be too large for the candidate to manage to complete in the remaining timeframe? Is it too small so that only a couple of minor publications will emerge?)
- Email your report to the Chair of the Panel.
- Read, edit and return the final report that the Chair emails you by reply email if possible.

### Thesis Review

Within one week....

- Please read the documents sent to you
- Write a brief report (half a page) on the documents. At this stage, please consider
  - a) Whether the thesis should be submitted
  - b) What further work is required prior to submission
- Email your report to the Chair of the Panel.
- Read, edit and return the final report that the Chair emails you by reply email if possible.

## Appendix B – RHD Funding Support

### *School of Health and Rehabilitation Sciences RHD policies for advisors and candidates Revised budget process (January, 2013)*

Recent budget constraints have led to some changes to the guidelines for RHD budget allocations. The main changes are:

1. Research costs and travel budgets will be combined and capped at \$3000. Hence there will be just one budget called the RHD budget.
2. The RHD budget (including costs and travel) will need approval by one of the Postgraduate Coordinators before Finance Unit staff will approve any expenditure. This will typically occur as part of the milestone process. Please use this [RHD Budget Excel file](#).
3. Principal Advisors of candidates with already approved research cost budgets that have not been fully spent will be invited to resubmit their budget to include future travel plans.
4. For RHD candidates with approved budgets, advisors have been asked to work with the candidates to cap the combined budget at \$3000 for the remainder of their candidature.
5. Candidates who have scholarships or grants that include equivalent funding for research costs or travel for the project will not be eligible for the School's RHD budget allocation. Candidates who are working on a funded project will also be ineligible for research costs. Only funding requests not already covered (e.g. travel costs) but essential to the completion of the RHD degree will be considered.

The following are offered as guidelines.

### **RHD Budgets**

- The purpose of the RHD budget is to help defray the costs of undertaking the PhD or MPhil research (for example; data collection) when external funds have not been obtained and to support candidates to present their findings at conferences.
- Advisors need to carefully develop budgets in discussion with their RHD students and these are then discussed with the Confirmation panel at interview. Budgets for PhD projects are not expected to exceed \$3000 for the period of candidature.
- Budgets for MPhil projects are not expected to exceed \$1500 for the period of candidature. If an MPhil candidate upgrades to a PhD, their budget can be extended up to a maximum of \$3,000.
- If a funding approval for conference travel after confirmation is required, the candidate may allocate a proportion of their budget towards it at confirmation but provide the details of the conference at a later date, preferably as part of Mid-Candidature or Thesis Review.
- Candidates are requested to familiarise themselves with UQ's Policies and Procedures for travel at <http://ppl.app.uq.edu.au/content/9.45.05-travel> prior to arranging conference travel.
- If the costs of the research are likely to exceed \$3000/\$1500, these must be declared on the Application for Admission form. In these cases, applicants and/or their advisors will need to demonstrate how these costs will be covered (e.g. from grants,

consultancy funds, etc.) prior to admission. If additional funds are not secured, the project may need to be scaled back to fit within the SHRS budget thresholds stated above. If the costs change after enrolment and are expected to exceed the threshold, please notify the Postgraduate Coordinator immediately.

- Applications for a student's personal travel expenses for data collection will be considered, but they must be included in the budget estimate on the application for enrolment form and clearly justify the travel expense as an essential part of data collection.

## Appendix C: RHD Budget Request Form (example)

RHD CANDIDATE NAME:

SUPERVISOR NAME: |

Please tick applicable box:

Other funds (for example: grant funds scholarship funds) are not available to cover research costs.

Other funds (for example; grant funds scholarship funds) are not available to cover conference travel costs.

**Rationale:** (please explain why these are essential to your research)

DETAILED BUDGET ITEMS	AMOUNT REQUESTED	AMOUNT APPROVED	AMOUNT SPENT TO DATE	AVAILABLE BALANCE
<i>(list each item separately)</i>				
<b>A. Salary Costs:</b>				
RA Hew 4.2 at \$27.00				
1. (including on costs) for 10 hrs to assist with client interviews/ database management	480	480	156	324
<b>B. Small IT Equipment:</b>				
1. 1 x Apple iPad	650	650	220	430
2. Other item	50	37	10	27
<b>C. Consumables:</b>				
Set of "Talk Talk" speech				
1. cards	333	333	111	222
2. Other item	200	100	100	0
<b>Mileage Allowance/Taxi</b>				
<b>D. Fare/Car Hire:</b>				
Hire of UQ Car for client				
1. interviews at home for those unable to come to UQ 10 clients @ \$12.50 per trip	125	125	125	0
2. 10 cab fares for clients' home - UQ	250	0	0	0
<b>Conference</b>				
<b>D. Registration:</b>				
1. 25th SPCH Conf Reg Fee (presenting at Conference)	875	875	875	0
<b>E. Travel:</b>				
1. Airfare - BNE-LON-BNE Accom - 5 nights	400	200	100	100
2. LON @ \$250 per night	500	200	0	200
<b>TOTAL BUDGET REQUESTED/APPROVED</b>	<b>3,863</b>	<b>3,000</b>	<b>1,697</b>	<b>1303</b>

Comments:

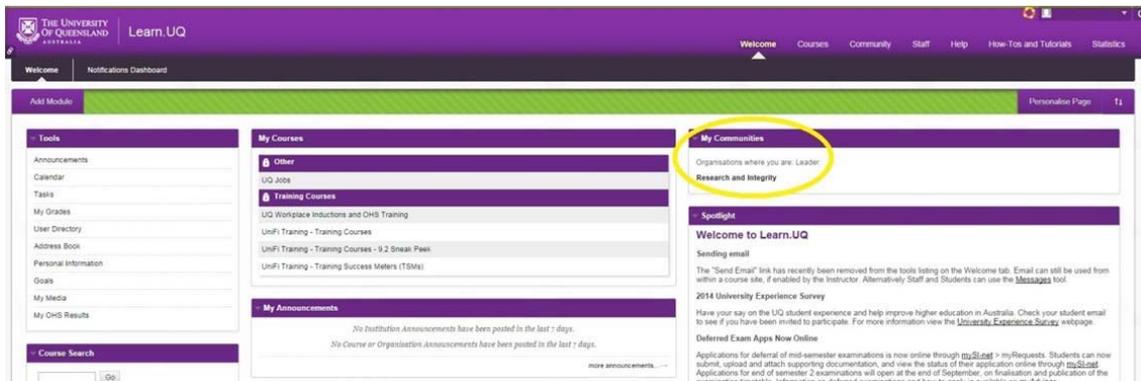
RHD CANDIDATE'S SIGNATURE:

SUPERVISOR'S SIGNATURE:

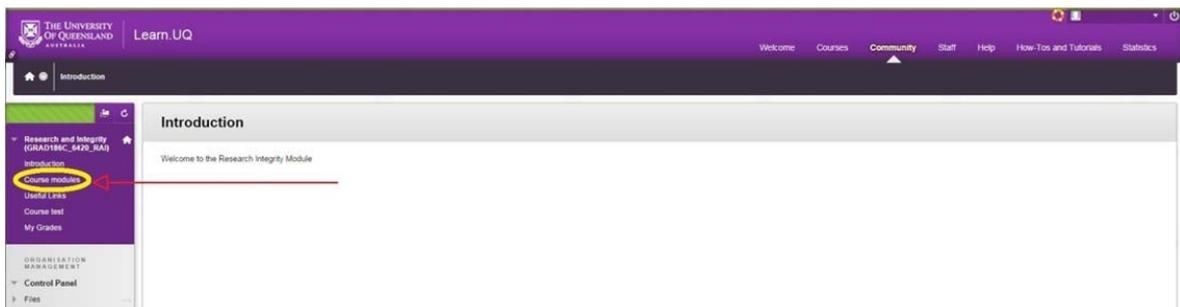
## Appendix D – Research and Integrity Module for RHD Candidates

### Instructions:

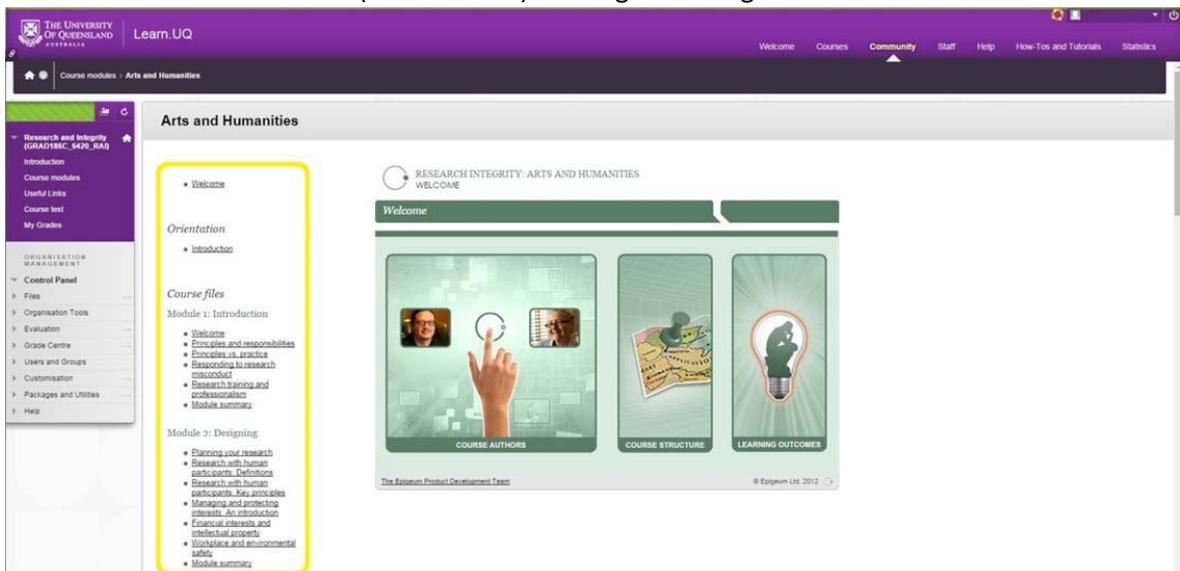
1. Visit [Learn.uq.edu.au](http://Learn.uq.edu.au) and log in using your student username and password.
2. In the top right corner of the page, click on “Research and Integrity” in the “My Communities” section.



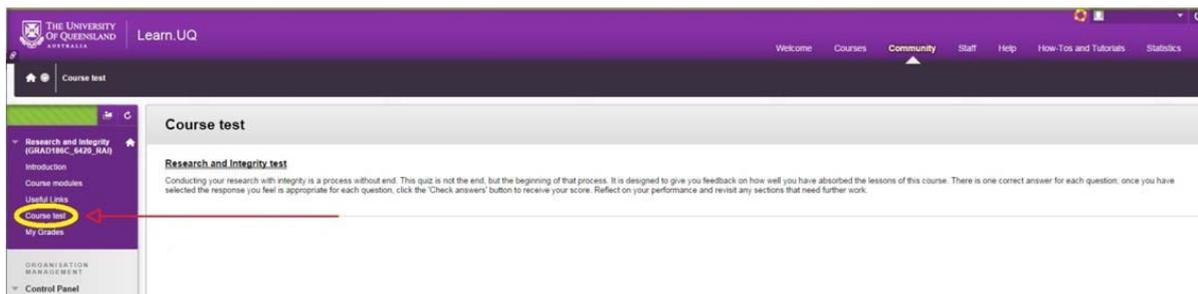
3. Click “Course modules” on the menu to the left of the page.



4. Choose one (the one most closely related to your area of research) of the five modules and then use the menu to the left (as illustrated) to navigate through the module.



- Once you have perused the module and you feel that you are ready for the test, click on “Course test” on the left menu and then select “Research and Integrity test”.



- Read the instructions and click “Begin” to start the test. Once you have started the test you will need to complete it.
- Once you have completed the test click “Save and Submit”. You will need to achieve a score of 80% and above to successfully pass the module.

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