UNIVERSITY OF QUEENSLAND

Higher Degree by Research

Candidate Guide
SCHOOL OF VETERINARY SCIENCE

Before completing any forms related to candidature please refer to the relevant website

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

Email Contact details for the UQ Graduate School

Email: graduateschool@uq.edu.au

Note –

This booklet is not an official publication of the University. Therefore, in the event of any discrepancy between this booklet and the official publications, the official publications take precedence.

CONTENTS

WELCOME FROM THE HIGHER DEGREES BY RESEARCH COMMITTEE

Welcome to the School of Veterinary Science. You are at the start of a new chapter in your life, one that we hope you will find rewarding and productive. Postgraduate research degrees can be challenging, but at the end of your PhD, DVClinSc or MPhil you will have developed a set of skills in critical thinking, analysis and communication that will be of enormous benefit to you wherever your future career path takes you.

The School of Veterinary Science hopes that your time with us is both academically stimulating and enjoyable. The staff in the School are happy to help you in whatever way we can, including technical support in your project and administrative advice to help you battle with the various forms and procedures that are part of being a postgraduate student (fortunately just a small part!). Your advisors are the first port of call - they will direct you to others if they can't help with the particular issue you are dealing with.

Good luck with your studies and try to keep a positive attitude towards your research – keep in mind that some of the greatest discoveries have started from negative results!

INDUCTION

The School of Veterinary Science welcomes higher degree by research (HDR) candidates throughout the year. On arrival, you should first contact your Principal Advisor and arrange to meet the Postgraduate Administration Officer (PGAO) Ms Annette Winter, to complete the online induction which will start your enrolment and, if applicable, scholarship.

ONE-ON-ONE ORIENTATION

This orientation provides you with the opportunity to meet key HDR staff and candidates in the School, as well as providing information on relevant guidelines and facilities available to you during your candidature.

During this orientation, an on-line request form will be sent to the UQ Graduate School to activate your enrolment as a postgraduate research candidate, and, if applicable, it will also activate your scholarship. This normally takes 2 working days.

FOR SCHOLARSHIP RECIPIENTS

Holders of scholarships, will have their scholarship activated during the One-on-One induction.

OCCUPATIONAL HEALTH AND SAFETY INDUCTION

The University promotes the highest attainable level of occupational health and safety for its employees, candidates and other persons at the University of Queensland. There are a range of policies, guidelines, details and forms. These can all be accessed via the Occupational Health and Safety Unit website: http://www.uq.edu.au/ohs/

The School's Health and Safety/BioSafety Co-ordinator, Dr Myat Kyaw-Tanner, is available to assist you in the completion of the Workplace Health and Safety Checklist. You can arrange a time to meet with Myat by contacting her via phone (x50966) or email m.kyawtanner@uq.edu.au

GRADUATE SCHOOL ORIENTATION SESSION

The Graduate School conduct compulsory orientation days for all new HDR candidates. Candidates should register to attend at https://my.uq.edu.au/information-and-services/higher-degree-research/get-started Students attending the Gatton campus are expected to attend.

'Getting Started at UQ' for international candidates will follow immediately after the Graduate School orientation, so international candidates will be required to stay a little longer than domestic candidates.

THE UQ GRADUATE SCHOOL

Location: Level 6 John Hines Building (#62), St Lucia Campus

Phone: +61 7 3346 0503

Email: graduateschool@uq.edu.au

Web: http://www.uq.edu.au/grad-school/

The UQ Graduate School administers all Doctor of Philosophy (PhD) and Master of Philosophy (MPhil) programs in the University. The Graduate School oversees all aspects of the candidature process, such as academic progress, completion of milestones, changes to candidature or advisory team, leave, interruption, extensions, scholarship conditions, employment restrictions, grievance resolution, thesis submission and degree award. It is important to familiarize yourself with the Graduate School website for information, resources and forms you will need to use during your candidature.

CONTACTS IN THE SCHOOL

The following staff are available to assist you during your candidature:

Postgraduate Coordinator (PGC)   Associate Professor Chiara Palmieri

Building 8114, level 1

Phone: +61 7 5460 1828

Email: c.palmieri@uq.edu.au

Postgraduate Administration Officer   Annette Winter
Building 8114, level 1, reception
Email: a.winter3@uq.edu.au

Key Administrative Staff

Name	Phone	Bldg	Email
Head of School Professor Nigel Perkins	5460 1967	8114	hosvetsci@uq.edu.au
Director for Teaching & Learning A/Professor Rowland Cobbold	5460 1829	8114	r.cobbold@uq.edu.au
DVClinSc Program Coordinator Dr Benjamin Ahern	54601799		b.ahern@uq.edu.au
School Manager Mr Weston Davis	5460 1848	8114	w.davis@uq.edu.au
Personal Assistant to HOS Kathy Bachmann	5460 1967	8114	hosvetsci@uq.edu.au
Undergraduate Admin Rebecca Hulett (on leave) Gene Goldby (Acting)	5460 1934	8114	r.hulett@uq.edu.au
Receptionist Chris Cowell	5460 1834	8114	c.cowell@uq.edu.au
Health and Safety Co-ordinator Dr Myat Kyaw-Tanner	5460 1848	8114	m.kyawtanner@uq.edu.au
Stores Murray Thorpe	5460 1800	8114	m.thorpe1@uq.edu.au

UNDERTAKING A RESEARCH HIGHER DEGREE

RESEARCH

During your research higher degree you need to complete an original and substantial research project which gives you research skills and an appreciation of the philosophy and methods required in your area of research. You will need to gain an overview, at least of your disciplinary research area, so that you know where the field is heading and understand what promising directions are of interest to you. Most importantly, a postgraduate research degree should indicate that the holder has become a self-motivated scientist who is capable of developing and managing a research project independently. Therefore, you should aim to develop the capacity for independent thought and action as you progress through your candidature.

You are expected to be at work during the week. This is a condition of most scholarships. If you are going to be away you should discuss this with your advisor. You may sometimes need to undertake your research outside normal hours. If so, you should be aware of safety issues.

Research is also a cooperative exercise; you will be taught by, or seek information from others, and will be expected to pass on your expertise to other students and researchers.

OTHER ACTIVITIES

As a research higher degree candidate in the School of Veterinary Science, you are part of a large community of higher degree students. To gain the maximum from your candidature, participate in the range of activities and seminars offered by the School and the Graduate School.

RESEARCH SEMINARS

Candidates are expected to attend the research seminars of other research higher degree candidates, staff or visiting scientists within the School wherever possible or alternatively at the institution or site where they are based. To that end, you are required to attend at least 6 such seminars over the course of 12 months of your candidature. It is vital to keep up with important developments on a wider front than your own research. Your active participation at seminars is welcome. Feel free to ask questions or make comments.

SCIENTIFIC FACILITIES & ANIMAL FACILITIES

The School of Veterinary Science is equipped with excellent infrastructure to facilitate research across a variety of disciplines and specialties. Broadly, the school maintains the following laboratories for research purposes:

Building 8114-Level 1: Clinical pathology, microbiology & parasitology
Building 8114-Level 2: Molecular biology and genetics

Building 8114-Level 3: Reproductive physiology, proteomics & pharmacology; Anatomical pathology

Building 8106-Level 1: Anatomical pathology & histopathology

Each laboratory has a manager that can provide further information or training:

Building 8114:

Level 1 Laboratory Contacts -	*Brian Bynon & Rochelle Price*	*50843 / 50850*
Level 2 Laboratory Contact -	*Tina Maguire*	*t.maguire@uq.edu.au*
Level 3 Laboratory Contact -	*Des Tutt & Nana Satake*	*50969 /*
n.satake@uq.edu.au		

Building 8106:

Histopathology -	*Lana Bradshaw*	*l.bradshaw1@uq.edu.au*
Anatomy Laboratory	*Mick Cobbin*	*50871*
Anatomical Pathology -	*Ben Knoxville*	*50937*

In addition to small equipment items (centrifuges, incubators, PCR machines etc) expected in such laboratories, specific major equipment items or equipment used in specialist applications are listed below. The relevant contact can provide training (and pricing for use or service if applicable).

Equipment	Applications	Building	Room	Contact
PC2 small animal facility	Maintenance of small animals for experimental purposes	8114	023	Katrina Geary 0439 662 938
Low copy DNA analysis facility	Clean facility for molecular analyses	8114	036	Tina Maguire t.maguire@uq.edu.au
Manual and Automatic Microtomes	Processing of histological samples	8106	114	Lana Bradshaw *l.bradshaw1@uq.edu.au*
Olympus AU400 Chemistry Analyser	Clinical Chemistry	8114	115	Brian Bynon 50818
Abbott Cell Dyn 3700 Haematology	Haematology analysis	8114	115	Brian Bynon 50818
Thermo Cytospin	Cytology/Fluid analysis preparation	8114	115	Brian Bynon 50818
Siemens Hema-Tek Slide Stainer	Automated slide staining	8114	115	Brian Bynon 50818
Beckman J6-MI Centrifuge	Refrigerated high capacity centrifuging	8114	115	Brian Bynon 50818
Absorbance Microplate Reader	ELISA, bioassays, protein quantification	8114	115	Zuhara Bensink 50698
Hitachi U-1800 Spectrophotometer	UV visualisation	8114	115	Rochelle Price 50816

Equipment	Purpose			Contact
Deconvolution Microscope with Camera	Visualisation of cell cultures	8114	118	Lyn Knott 50968
AQIS – Quarantine Approved Facility	Storage and handling of samples under AQIS permits	8114	119	Rochelle Price 50816
Bead Beater	Cell lysis and homogenisation	8114	122	Rowland Cobbold 50829
Christ Alpha 1-2 LD Freeze Dryer	Freeze drying micro-organisms	8114	122	Rochelle Price 50816
ABI3730 / 3130 Genetic Analysers	Sanger sequencing and fragment analysis	8114	213	Deanne Waine 50959
8-Channel Nanodrop	Quantification of nucleic acids and proteins	8114	213	Deanne Waine 50959
Backman J2-MC Centrifuge	Centrifuge (large volume, high speed)	8114	217	Tina Maguire t.maguire@uq.edu.au
Illumina I-Scan	SNP genotyping, CNV analysis	8114	218	Deanne Waine 50959
Sequenom MassArray	SNP genotyping	8114	218	Deanne Waine 50959
Chemidoc XRS+ System	Imaging system for gel documentation, chemiluminescence, fluorescence	8114	218	Tina Maguire t.maguire@uq.edu.au
Corbett Robots (single and multi channel)	PCR setup, sample dilutions	8114	219	Deanne Waine 50959
Single Channel Nanodrop	Quantification of nucleic acids and proteins	8114	219	Tina Maguire t.maguire@uq.edu.au
Corbett Rotor-Gene	Real-time PCR	8114	220	Tina Maguire t.maguire@uq.edu.au
PCR thermocyclers with gradient function	PCR optimisation	8114	220	Tina Maguire t.maguire@uq.edu.au
Multiquip Egg incubator	To incubate embryonated eggs	8114	222	Zuhara Bensink 50698
Cell culture equipment	Cell cultures	8114	222	Zuhara Bensink 50698
Biohazard cabinet	Containment of infectious material or to work in sterile condition	8114	222	Zuhara Bensink 50698
Inverted Microscope	Analysis of cell cultures	8114	222	Zuhara Bensink 50698
Micro-manipulation lab	Micro-injection/manipulation of embryos, oocytes and cells	8114	317	Des Tutt 50969
IVF Lab	In vitro generation of embryos	8114	318	Des Tutt 50969
Class 2 Hood	Cell culture preparation	8114	319	Des Tutt 50969

Osmometer	Measuring osmolality of solutions	8114	319	Des Tutt 50969
Scintillation counter	Analysis of radio-labelled molecules / compounds	8114	320	Paul Mills 50852
Flow Cytometer	Molecular cellular analysis	8114	321	Gry Boe-Hanson 50857
Olympus microscope and camera	Histology / Immunohistology	8114	321	Paul Mills 50852
Fluorescent Microscope	Histology / Immunohistology	8114	321	Steve Johnson 50076
Cryo-freezer	Control Rate Freezer (embryo/sperm)	8114	322	Des Tutt 50969
Clean cell culture lab	Cell culture from clean, non-infectious lines	8114	251C	Des Tutt 50969
HPLC	Analytical chemistry, biochemistry	8114	319A	Paul Mills 50852
UPLC Mass-Spec	Analytical chemistry, biochemistry, pharmacology	8114	319A	Paul Mills 50852
Mini-PROTEAN Tetra cell	Immunoblotting/protein electrophoresis	8114	351B	Myat Kyaw-Tanner 50966
CT Scanner	Veterinary Imaging	8156		Equine Hospital 50799
Digital Radiography / Ultrasound	Veterinary Imaging	8156		Equine Hospital 50799
Nuclear Scintigraphy	Veterinary Imaging	8156		Equine Hospital 50799
Fluoroscope	Veterinary Imaging	8156		Equine Hospital 50799

The UQ Gatton Campus hosts the Queensland Animal Science Precinct (QASP), a world class research centre designed to provide modern research facilities to assist research into Queensland and Australia's primary industries, using the latest facilities and technology available. The facilities at QASP accommodate a broad range of large and small animal trials, including PC1 large animal experimental and surgery facilities.

QASP Operations Manager: *Ms Milou Dekkers*   m.dekkers@uq.edu.au *50888*

CAREER DEVELOPMENT FRAMEWORK

The Graduate School's year-round [Career Development Framework](#) is tailored to support the needs of HDR students during their candidature and encourage cross-disciplinary networking. Skills Training includes workshops and information sessions designed to develop and address skill requirements at different stages of your candidature.

THREE MINUTE THESIS COMPETITION

The Three Minute Thesis (3MT®) is a research communication competition developed by the University. The exercise develops academic, presentation, and research communication skills and supports the development of research students' capacity to effectively explain their research in three minutes in a language appropriate to an intelligent but non-specialist audience. The 3MT is held each year during September and October. The School heats are held in July and the winner then goes forward to the Faculty heats which are held in August. The University heats take place in September.

MANAGING YOUR CANDIDATURE

HDR CANDIDATURE MANAGEMENT PORTAL

The following requests are to be submitted by candidates online via my.UQ:

- Attainment of Milestone
- Extension of Milestone
- Request for Leave
- Return from Leave
- Change of Academic Load
- Change of Advisor or Advisory Team
- Change of Enrolling School of Institute
- Change of Research Project
- Change of HDR Program
- Change of Thesis Title
- Enrolment in or Cancellation of Additional Courses
- Notification of Remote Status
- Request to Enrol in Concurrent Program
- Scholarship Variation
- Withdrawal from Candidature

Candidates are able to initiate and submit these requests themselves and these will be routed to their Principal Advisor or Postgraduate Coordinator for digital approval.

Some requests are fully online while others are PDF forms that will need to be attached to an online form. Over the course of 2017 there will be further releases to provide additional features and automate all forms.

Your Principal Advisor and the Postgraduate Coordinator will receive notification of any request you lodge online requiring their attention via an email to their UQ email account. They will also be able to access requests assigned to them via a Worklist.

A support page for the Candidature Management Portal, including how-to guides can be found here:
https://intranet.sharepoint.uq.edu.au/sites/GraduateSchool/_layouts/15/start.aspx#/SitePages/Candidature%20management%20portal.aspx.

By the end of 2017, all aspects of HDR candidature, including the Thesis Examination process and Career Development Framework, will be accessible and managed via my.UQ.

RESEARCH INTEGRITY TRAINING MODULE

An online Research Integrity Training Module provides advice and information on research design, research data management, authorship and more. This online course has been implemented at a number of universities across the globe, including many of Australia's Go8 Universities, making it an important and transferable training program.

Completion of this module is **compulsory** for all research candidates.

Currently enrolled candidates are required to complete the test before their next milestone and all future students will be required to complete it before their confirmation milestone.

In focus groups all students were able to read through the module and complete the test in less than 1.5 hours.

There are 5 modules available. Candidates can choose the module most appropriate to their field and then take the test.

MILESTONES

The University's milestone process ensures you keep on track and have access to feedback and guidance throughout your degree. The Milestone Policy is a three stage process designed to enable you to articulate your research to colleagues and peers and successfully complete your studies within 3 to 4 years (PhD) or 1 to 2 years (MPhil). Each milestone is scheduled at equal points throughout your program.

Milestones are usually held on Wednesday's and Friday's commencing with seminars.

At each milestone, the candidates / Advisors / School are required to complete an Attainment of a Milestone form, a School Evaluation form, and in some cases, an Extension of a Milestone Due Date form.

AUSAid candidates are required to undertake additional progress reports and they are sent to UQ International.

For information and official procedures on postgraduate candidature visit the Graduate School website. Forms required during candidature can be downloaded from http://www.uq.edu.au/grad-school/resources-students-146016

Note: The timeframes listed should be doubled for part-time candidates.

The official Graduate School process for milestones is described here The specific School procedures are available on the School website . A summary of the procedures have been copied below.

Milestone 1: Confirmation of Candidature (COC)

You receive advice about the direction, scope and feasibility of your research project; and the panel reviews the resources that are needed to sustain the candidature (the advisory team, technical support, physical and financial resources). The aim is to ensure that candidature is completed in a timely manner with a thesis that has a strong chance of having a successful outcome at examination.

You will be required to submit a written document to the Postgraduate Administration Officer and give an oral presentation to your peers and a panel of academics forming the confirmation panel. (See [HDR Milestones in the School of Veterinary Science f](#)or details.)

The outcome of assessing these presentations is a recommendation which provides an adequate basis for the Postgraduate Coordinator to make a decision as to your potential to complete the research higher degree within the required time and to make a recommendation to the Dean of the Graduate School. The recommendation may be:

·   Milestone achieved: Confirmation of Candidature

·   Milestone not achieved: an extension of up to three months so that requirements for achieving the milestone can be met, or

·   Milestone not achieved after more than one attempt: Review of Candidature.

Following each milestone you will be provided with a feedback report and a summary of comments received on your seminar. You will then need to log into the Candidature Management Portal via [my.UQ](#) to complete the appropriate online form and load up your panel report.

Milestone 2: Mid-Candidature Review (MCR)

Achievement of this milestone reassures you, your advisory team and the School that your project is on track for completion within candidature duration, and your research and other professional skills are developing appropriately.

Mid-Candidature Review involves writing a short report, giving a seminar followed by a meeting with a review panel of academics. (See [HDR Milestones in the School of Veterinary Science](#) for details.)

Following each milestone you will be provided with a feedback report and a summary of comments received on your seminar. You will then need to log into the Candidature Management Portal via [my.UQ](#) to complete the appropriate online form and load up your panel report.

Milestone 3: Thesis Review (THEREV)

Success at this milestone demonstrates the completion of the research project and readiness to finish the thesis writing and to submit the thesis for assessment. It will also enable you, your Thesis Review Panel, and your Advisory Team to discuss possible examiners of the thesis.

You will be expected to submit your thesis within 3 months of completing the thesis review milestone. (See HDR Milestones in the School of Veterinary Science for details.)

The review involves writing a short summary outlining the status of each chapter of your thesis and providing an electronic copy of whatever thesis material is ready. You will be expected to present a seminar outlining the results of your research and then meet with a panel of academics.

Following each milestone you will be provided with a feedback report and a summary of comments received on your seminar. You will then need to log into the Candidature Management Portal via my.UQ to complete the appropriate online form and load up your panel report.

CHANGING YOUR CANDIDATURE

CHANGE OF ADVISORY TEAM

During your candidature, you may need to change the membership of your advisory team or their loads. You should consult your principal advisor in the first instance about any changes to your advisory team.

Following determination of the new advisory team you will need to log into the Candidature Management Portal via my.UQ to complete the appropriate online form. You will require the SI-net ID's for each advisor and the load for each new advisor. Ask the PGAO for advice about those details.

FIELD OF STUDY

The field of study is noted on your mySI-net record and will appear on your academic testamur (degree certificate) when you graduate. You can request that the field of study be changed to better describe your research project. This would normally be done at a milestone or when you submit your thesis.

CHANGE OF THESIS TITLE

If you wish to change the title of your project this is usually done at the milestone stage – there is provision on the Change of Candidature Status form for any project title change.

You will need to log into the Candidature Management Portal via my.UQ to complete the appropriate online form.

CHANGE OF SCHOOL

You may change enrolling School at any point during your candidature. Before considering such a change, you should discuss the requirements of your research project with the postgraduate coordinator from the proposed enrolling School or Institute and a clear agreement should be reached on the resources and facilities which will be available.

You will need to log into the Candidature Management Portal via my.UQ to complete the appropriate online form.

CHANGE TO FULL-TIME/PART-TIME

Domestic candidates are able to change attendance between full-time and part-time - check implications for any scholarships you hold before making such a change.

- Full-time students are expected to study for at least the equivalent of a standard five-day working week, namely 9:00am to 5:00pm Monday to Friday, for 48 weeks of the year. The actual pattern of research and study is to be negotiated with your advisory team.

- Part-time students are expected to engage in research and study for the equivalent of at least 50% of the full-time rate over the course of a year. If you are on a scholarship, ensure that your scholarship can be held on a part-time basis before submitting your request.

International students who hold a student visa are not eligible for part-time enrolment under the terms of their visa. Only international students who have remote status or hold an alternative visa can be part-time.

You will need to log into the Candidature Management Portal via my.UQ to complete the appropriate online form.

LEAVE

HDR candidates are expected to work on their thesis 40 hours per week for 48 weeks per year. The remaining four weeks are to be taken as recreation leave, by arrangement with your advisory team. You may apply for permission to take leave from your candidature for any reason that prevents you continuing with your research studies (such as illness, caring responsibilities, or work commitments). A request that would cause your total period of leave to exceed 12 months will only be approved due to documented ill health or caring responsibilities. Work commitments are not considered an appropriate reason.

The Research Higher Degree Leave and Interruption to Candidature policy and procedures have been approved by Senate and published on the PPL website.

Candidates cannot take leave or interruption in the first three months or last three months of candidature.

Requests to interrupt candidature must be submitted to the Graduate School at least three weeks prior to the first day of interruption (unless the interruption is for sick leave).

Interruption of Candidature can be requested via the Change of Candidature Status form. Completed forms should be submitted to the Postgraduate Administration Officer for approval by the Postgraduate Coordinator and forwarding to the Graduate School.

International students on a student visa are able to take leave during their candidature, however there are certain restrictions on this under the Education Services for Overseas Students (ESOS) Act 2000. The Act only allows students to take leave from their studies on the grounds of compassionate or compelling circumstances. For more information about visa restrictions, contact the Australian Government Department of Immigration and Citizenship on 131 881.

Although you are not expected to work on your research project while on interruption, you are still considered to be an HDR student by the University and continue to have access to Library, email, and mySI-net facilities. As a result, you are still required to maintain your student record on mySI-net, pay any fees or charges by the due dates, and regularly access your student email address and read all official University e-mails.

You will not be automatically re-enrolled when your approved period of interruption ends. It is your responsibility to advise the Graduate School of your intentions, by submitting a Change of Candidature Status at least two weeks prior to the original return date. Options at the end of a period of leave are to resume candidature to extend leave, or to withdraw from candidature.

You will need to log into the Candidature Management Portal via my.UQ to complete the appropriate online form.

MILESTONE EXTENSION

Please refer to the policy and procedures for higher degree by research candidtaure progression and development for full details.

PhD candidates may apply for up to 3 x 3 month (FTE) extensions during their candidature, including submission.

MPhil candidates may apply for up to a maximum of 4.5 months (FTE) during their candidature, including submission, with no request exceeding 3 months in duration.

Where an extension is being sought, an *extension of a milestone form* must be submitted to the Graduate School via the online portal at least 2 weeks prior to the milestone due date.

Extensions beyond the capped number will be considered by the Dean of the Graduate School on a case-by-case basis in exceptional circumstances. For example, exceptional circumstances may include:

- partial or total destruction of research samples or data due to natural disasters (e.g. crop destruction due to flooding) leading to research being unable to be re-created within the maximum extension period

- failure of essential equipment leading to research being unable to be re-created within the maximum extension period

Candidates who are unable to achieve milestones due to a change in personal circumstances (e.g. illness, work commitments) should discuss taking temporary leave from candidature with their advisory team.

You will need to log into the Candidature Management Portal via my.UQ to complete the appropriate online form.

REMOTE STATUS

The Australian Government requires that all research higher degree students are enrolled as internal students. However, the University recognises that students who live a substantial distance from UQ campus' do not always have the same type or frequency of access to School and University resources.

Domestic students whose place of residence is more than 250km from their principal place of study may be granted remote status by the School.

Remote status must be approved by the School via the Change of Candidature Status form.

When remote,

- you and your advisory team must maintain satisfactory contact (by email, telephone, or in person);
- you must have access to all necessary facilities (such as equipment, library resources, and the like); and
- you must continue to make satisfactory progress with research.

Not all research projects can be conducted on a remote basis and the School may require the appointment of a suitably-qualified local associate advisor, so that you can continue to meet in person with a member of your advisory team.

The University expects that remote students will attend the University from time to time to obtain library materials, to consult with their advisory team, and to undertake other relevant activities within the School. The University Library provides remote access to its catalogue and databases as well as electronic journals and Internet services. However, remote students will need access locally to appropriate computer hardware and software and will need to obtain training from the Library. Detailed information on the services available can be obtained by contacting the University Library.

You will need to log into the Candidature Management Portal via my.UQ to complete the appropriate online form.

SCHOLARSHIP EXTENSION

PhD students may apply for a scholarship extension of up to the equivalent of six months full-time enrolment within the Research Training Scheme funding period. MPhil students may not apply for a scholarship extension.

To receive an extension, you must demonstrate that you have been making satisfactory progress and that submission of your thesis for examination has been delayed because of circumstances that were beyond your control that relate solely to your research. The Graduate School cannot grant an extension on the grounds of ill health, employment commitments, or other non-academic circumstances.

UQ Tuition Fee Scholarship Holders – Key Dates

Scholarship Ends	Deadline for IPRS/UQI extension request
RQ1	29 Feb for RQ2
RQ2	31 May for RQ3
RQ3	31 Aug for RQ4
RQ4	30 Nov for RQ1 the following year

To check your eligibility for a scholarship extension for a UQ scholarship, please refer to the UQ Scholarship General Conditions.

You will need to log into the Candidature Management Portal via my.UQ to complete the appropriate online form.

If you are in receipt of a School based scholarship you will need to check the conditions attached to your original scholarship offer. If you do not have a copy of the conditions contact the PGAO.

ENROLMENT IN ADDITIONAL COURSES

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

It is important to note that enrolment in additional courses cannot exceed one third of the total workload of the degree (10 units for a MPhil student, 20 units for a PhD student).

You must lodge the completed form to enrol in the additional course(s) with the Postgraduate Administration Officer before the start of the relevant semester.

You will need to log into the Candidature Management Portal via my.UQ to complete the appropriate online form.

ENROLMENT IN CONCURRENT PROGRAMS

To enrol in a second degree program discuss with your advisory team and Postgraduate Coordinator in the first instance. Your advisory team needs to be satisfied that the additional work will not impact on your research higher degree progress. You also need to ensure that your enrolment in both programs adequately reflects the time you have allocated to each. For example, should you change from full-time to part-time or vice versa? Once you have made these considerations and gained the support of your advisory team and Postgraduate Coordinator, you need to apply for permission for concurrent enrolment to the Graduate School.

Your progress will also be discussed at each of your milestones. If it is concluded that enrolment in the second degree program is negatively impacting on your research higher degree progress then you will be liable for withdrawal without academic penalty.

You will need to log into the Candidature Management Portal via my.UQ to complete the appropriate online form.

RESEARCH CANDIDATE MOBILITY

Please refer to the Graduate School website on Research Candidate Mobility https://graduate-school.uq.edu.au/research-candidate-mobility

UQ Candidate Travel Awards support UQ Higher Degree Research Candidates to travel and conduct a period of research at specific overseas partner institutions.

Candidate Development Awards support development activities and associated travel costs for UQ Research Students.

THESIS PREPARATION, SUBMISSION & EXAMINATION INFORMATION

The Graduate School website is the definitive source of advice and information about the Thesis examination process.

NOMINATION OF EXAMINERS

At thesis review or approximately three months prior to the anticipated date of thesis submission, the candidate and advisory team should discuss potential examiners and appoint a chair of examiners.

The advisory team are asked to nominate a minimum of three thesis examiners, all of whom need to be external to UQ, and provide their details on the Nomination of Thesis

Examiners form (for staff only) in order of preference. A justification on the relevance and expertise of each examiner is required.

Once the form has been received by the Graduate School a preliminary conflict of interest (COI) check is conducted and if no COI is apparent the nominee will be formally invited by the Graduate School to examine the thesis and asked to return the *Examiner Details* form. Note: The School/Institute may informally approach potential examiners in the first instance, however, the formal invitation will be sent by the Graduate School.

If the nominee is not able to assist with the examination or does not respond to the formal invitation, the Graduate School will move to the next nominee on the form.

THESIS PREPARATION

The thesis preparation website contains 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.

The word limit must not exceed 80,000 words for a PhD, or 40,000 words for an MPhil. The word limit includes all footnotes and appendices, but not the bibliography. Theses should not be submitted if they exceed these word limits unless the Graduate School has previously granted permission. Please also note that requests to allow theses to be submitted that exceed the limit are considered on a case-by-case basis, and are only granted occasionally.Candidates must ensure that they download and use the current version of the thesis preliminary pages, available on this website, prior to uploading their thesis.

You should discuss the content and layout of your thesis with your advisors and obtain comments on the early drafts. Your advisory team may provide editorial advice but you should not expect them to undertake detailed editing of your thesis. The responsibility of advisors is to comment on the science, not on the spelling and grammar, which should be corrected before you ask your Advisor to review your drafts.

The final manuscript must be carefully edited. Care at this stage can save you difficulties later. Poor presentation antagonises examiners and will result in your having to correct your thesis, often at a time when you have moved on to different research or employment, perhaps in another country.

Ensure you use the current version of the thesis preliminary pages from the Graduate School website.

The University library has copies of all PhD Theses.

Forms to use: Thesis Preliminary Pages; Thesis Submission Form

THESIS SUBMISSION

The thesis submission website provides advice on uploading the final thesis and extra documents electronically to the UQ eSpace.

Your thesis is considered submitted when your thesis, abstract and a fully endorsed Thesis Submission form have been uploaded and the Graduate School has determined that the University's requirements have been met. After the Graduate School confirms the thesis meets the University's requirements and includes the preliminary pages, the submission (or resubmission) of the thesis is officially recorded.

Once the thesis is submitted, your enrolment status is changed to a non-fee paying course. You will continue to have access to Library, email, and mySI-net therefore you are still required to maintain your student record on mySI-net. It is also important to regularly access your student email account to ensure you are receiving all official University communications.

Thesis Submission - Key Dates

Research Quarter	Upload Date	Census Date
Q1	25 Jan	1 February
Q2	24 Apr	1 May
Q3	25 Jul	1 August
Q4	25 Oct	1 November

International Candidates

If the date of submission is on or before the Census Date, you do not pay tuition fees for that Research Quarter. Therefore, you are encouraged to complete your thesis so that it is ready for submission prior to the Census Date. The timing of commencement, interruption and thesis submission affects fees calculated for international HDR students each research quarter.

Research Quarter	Start date of quarter	Due date for payment of charges	Census date / final date to cancel without financial penalty#	End date of quarter
Q1	1 January	15 January	1 February	31 March
Q2	1 April	15 April	1 May	30 June
Q3	1 July	15 July	1 August	30 September
Q4	1 October	15 October	1 November	31 December

Candidates who require an official letter from UQ as evidence of their thesis submission for their employer, sponsor and/or scholarship provider should contact the Student Centre.

All official documentation regarding a candidate's enrolment status is provided by the Student Centre. The Graduate School is unable to provide official documentation regarding enrolment and any requests for a 'proof of submission letter' will be forwarded on to the Student Centre.

THESIS EXAMINATION OUTCOMES

Examiners are given six (6) weeks to complete their examination of a PhD thesis and four (4) weeks for an MPhil. Each examiner provides a detailed written report that is intended to provide candidates with feedback for improvements or revision of the thesis. On the basis of these reports, a recommendation is made for the outcome of the thesis as specified in General Award Rule 4.14.2.

Possible outcomes for a PhD or an MPhil include:

1. **No changes**
2. **Changes** - Changes are required as indicated in examiners reports and are checked by the Chair of Examiners. Three (3) months are given for these changes to be made.
3. **Changes to the Examiner's satisfaction** - Changes are required as indicated in examiners reports and are checked by the relevant Examiner. Where only one Examiner has requested reviewing the changes, the Chair of Examiners will be asked whether the changes requested by the other Examiner have been made. Three (3) months are given for these changes to be made.
4. **Revise and Resubmit** - The candidate not yet be awarded the degree, but be allowed to resubmit a revised thesis after a further period of research, substantial reorganisation or reconceptualisation. The thesis will be re-examined, where possible, by the original Examiners. Twelve (12) months are given for these changes to be made. Each candidate is given one opportunity to revise and resubmit. A revised and resubmitted thesis cannot be revised and resubmitted a second time. If a candidate has an outcome of revise and resubmit, when the thesis is re-examined the possible outcomes for the thesis differ slightly and include outcomes 1 to 3 as above as well as:

   - MPhil (for a PhD re-examination only) - The thesis is not of an appropriate standard for a PhD but fulfils the criteria for an MPhil.
   - Fail - The thesis is not of the appropriate standard for the award of any research higher degree.

For some thesis examinations it becomes necessary (on academic grounds) to appoint a third examiner. The School/Institute nominates an appropriate person, who is subject to the same conflict of interest guidelines.

The General Award Rules section 4.14 and 4.15 describe the University rules for the thesis examination process.

THESIS CORRECTIONS

The Graduate School sends the candidate, Postgraduate Administration Officer and Principal Advisor reports from the 2 examiners. If you are required to **make changes to your thesis** after its initial review, upload a copy of your corrected thesis to the UQ eSpace along with a list of the changes made. The Graduate School will forward these documents to the School for review by the Chair of Examiners, the Principal Advisor and the Postgraduate Coordinator. These documents are also sent to any examiner who recommended major changes and indicated that they wished to review the corrected thesis. When the thesis has been reviewed and the revisions assessed as satisfactory, your School will forward a completed Recommendation to Confer Degree form to the Graduate School.

If you are required to **revise and resubmit your thesis**, repeat the thesis submission process. Once resubmitted, the thesis is sent out for re-examination, usually to the original examiners who made the initial recommendation of 'revise and resubmit', along with a copy of all reports from the initial examination and the list of changes made to the thesis. If the original examiners are not available then two new examiners will be appointed.

On occasion, you may be required to submit a [Timetable for completing thesis corrections](#) to outline your plans for correcting and/or re-submitting your thesis.

MEETING YOUR DEGREE REQUIREMENTS

After the Recommendation to Confer has been sent to the Graduate School, you will be asked to upload your final thesis to UQ eSpace. Once your thesis has met University requirements you are required to confirm your field of study and thesis title are correct and you are also required to enter a 100 word abstract into mySI-net. Once completed, you have met degree requirements and your degree will be conferred. The UQ Library will then make your thesis available in the UQ eSpace and to the [National Library of Australia (Trove)](#). Your thesis abstract is available to the world-wide community; however the full text of the thesis is available only to The University of Queensland domain.

The Graduate School will send official confirmation that you have met the requirements of the degree by email.

The UQ Graduate School produces complimentary thesis copies only if they are requested through the eSpace form. Production of the complimentary printed copy is then organised by the Graduate School and carried out by the external printery that produces the copies of the thesis for assessment.

THESIS PRODUCTION COSTS

The Graduate School meets the production costs of mandatory assessment copies that are produced through Theses Assessments for all candidates, up to a total of 400 pages

(200 pages for MPhil) with up to 20 colour pages (10 colour pages for MPhil). The School pays for any additional pages or for additional colour pages. The Graduate School also meets the production costs of one permanently bound print copy for all candidates who request it. This complimentary copy is requested through the eSpace web form used to lodge the final copy with the Graduate School and the UQ Library.

OTHER IMPORTANT INFORMATION

COMMON ROOM

A common room for staff and postgraduate students is provided on Level 3 of the School of Veterinary Science Building (8114). The 'tea room' has kitchen facilities and each of the three levels of the School building provides a kitchenette.

DESK SPACE AT ST LUCIA

The School has two rooms at the St Lucia campus in Seddon South, Building 82A:

- Room S07A has seven standard hot desks around the walls similar to other HDR spaces here at Gatton
- Room S07 has a large table and whiteboard for meetings and reviews.

Following advice from the School's HDR Committee, it's been determined that the following procedures will apply for use of the two rooms:

- HDR candidates enrolled through SVS will be able to use the hot desk space at the St Lucia Campus in room S07A, with the approval of their supervisor.
- Supervisors to email their authorisation and request to Christine Cowell so that the HDR candidate can be given swipe card access to the room.
- Room S07A is a quiet space, hot desk arrangement, candidates not to reserve space or leave personal items on desks.
- Room S07 is available for meetings and for overflow hot desk space if not booked for meetings. Access to this room is internally through room S07A.
- Room S07 is to be booked for meetings through Christine Cowell.

Please note that the hot desks are not for long term, ongoing use by HDR candidates. If students need to be located at St Lucia, they should apply for space in the other centre or school they are collaborating with and for the last 6 months of candidature can apply for space in the Thesis Hub of the Graduate School.

DIFFICULTIES

If you need help in resolving difficulties that arise during your candidature, you should consult your Principal Advisor in the first instance. You also have access to your associate advisor(s) or the Postgraduate Coordinator. You can also consult the PGAO who is available to discuss administrative and general issues. Most difficulties you experience can be handled by the people mentioned above, but occasionally (e.g. if a dispute arises over intellectual property or patents), it may be necessary to involve the Dean of the Graduate School.

ENGLISH LANGUAGE SUPPORT

The Institute of Continuing and TESOL Education (ICTE) offers free language support for enrolled UQ students from non-English-speaking backgrounds:

HTTP://WWW.ICTE.UQ.EDU.AU/ENGLISH-SUPPORT

EMAIL

Students are advised that they must use the student email allocated to them on enrolment:

Username: Your Full UQ Username (eg. s1234567@uq.edu.au)

Password: Your UQ Password

Your new email address is automatically generated from your SiNet details as;

- Students before 24/03/2011 your **primary** email address will be firstname.lastnamexx@**uqconnect.edu.au** (where xx may be a number)
- Students from 24/03/2011 your **primary** email address will be firstname.lastnamexx@**uq.net.au** (where xx may be a number)

Note: either firstname.lastnamexx@ **uqconnect.edu.au** or **uq.net.au** will work on your account.

All official information will be sent to your student email address. Hotmail, Yahoo, Gmail, etc addresses are not acceptable. Your student email account should be checked regularly or redirected to your personal email account. The Postgraduate Administration Officer maintains a postgraduate group email address to which your student email address will be added. Messages of interest and importance to postgraduate students are promulgated using the group address.

More information on student email accounts is available at: http://www.uq.edu.au/myadvisor/computers-and-computing.

EQUITY & DIVERSITY

UQ Equity Office resources for students: http://www.uq.edu.au/equity/

The School strongly commits to upholding the University's policies promoting equity and diversity. Discrimination and harassment are not tolerated and can lead to disciplinary action. All HDR candidates must complete 'Equity Online' a self-paced web tutorial, within four weeks of commencing study:

http://www.uq.edu.au/equity/content/induction

ETHICS

You should fully discuss any ethical queries with your advisor. The University's policy on the [Responsible Conduct of Research](#) can be found in the UQ Policy and Procedures Library:

ID CARDS

Once you have been enrolled in your degree by the Graduate School, you can apply for your Student ID Card. Your ID card is used to borrow books and resources from University of Queensland libraries and is used for the length of your program. In order to obtain your ID card, go to the Gatton Student Centre, Level 1, N.W. Briton Administration Centre Annex.

The Student Centre is open Monday- Friday 8.30am-4.30pm.

INSURANCE

Students that have approval to undertake research, course required placements, work experience or other unpaid activities are covered by the following insurance policies:

- Public Liability

  The University holds General and Products Liability Protection with Unimutual Limited, which has a limit of liability of $20,000,000 per occurrence. This cover is subject to Unimutual's rules, the Certificate of Entry and to the terms of conditions of the Protection wording and extends to include any student of the University whilst they are engaged in authorised University activities, including placements or course required work experience, provided that the student is not employed by the placement entity for any of the work being done and the placement has been approved by the University.

- Student Personal Accident

  The University also holds Personal Accident Insurance through ACE Insurance Limited, which covers currently enrolled students while they are engaged in authorised University activities including course required work experience, field activities and excursions and direct travel to and from such activities. The policy only provides cover within Australia. It provides death and capital benefits cover with varying limits up to $100,000.

The University's policies apply irrespective of whether the activities are conducted on a University site or elsewhere provided the activities are officially sanctioned.

Any incident that may result in a claim should be notified directly to the Insurance Office – insurance@uq.edu.au or phone 07 3365 3075.

KEYS, CARDS AND BUILDING ACCESS

Contact Chris Cowell in the School of Veterinary Science reception to obtain the relevant access / keys. Your Principal Advisor will let you know what buildings / laboratories you will need access to and you can email Chris the details at: c.cowell@uq.edu.au.

To retain building access, the 'Equity Online' tutorial (see previous page) must be completed within four weeks of commencement. In addition you should complete the Workplace, Annual Fire Safety and Lab Safety online inductions. A staff log-in is required to access the online inductions on the UQ OH&S site. If you are a UQ scholarship recipient you will be assigned a staff ID as a research scholar and will need to contact ITS helpdesk to access your log-in details. Phone 336 56000 or email help@its.uq.edu.au

SUPPORT SERVICES FOR STUDENTS

UQU's Student Help on Campus (SHOC) supports students by providing free legal, education, welfare, tax, counselling and employment services. SHOC provides professional and confidential advice for problems with tenancy, intellectual property, motor vehicle collisions, arrests or other legal matters. SHOC also provides a JP service and can certify documents. Legal advice is free to UQ students.

www.uqu.com.au/legal

Email: shoc@uqu.com.au

Phone: (07) 3346 3400 (St Lucia) or 5460 1791 (Gatton)

St Lucia Location: Student Union Complex - under the Red Room (St Lucia)

Gatton Location: Morrison Hall, Room 225

LIBRARY FACILITIES

The library offers advice and training on the best sources of information for your research. Help is available through group workshops, individual research consultations or online training modules.

The Research Librarian for Veterinary Science postgraduate students is:

Jeanette O'Shea   Phone: 5460 1272   Email: j.oshea@library.uq.edu.au

MAIL

Mail addressed to postgraduate students will be delivered to the mailboxes located on Level 3, School of Veterinary Science Building (8114). If you are located in another facility on campus then your mail should be addressed to that facility. Students who are located off-campus must ensure that they have their correspondence directed to the correct address/location. If you have any queries regarding your mail, please contact Chris Cowell in reception.

Mail is delivered to the School twice daily and there is an internal mail services between the campuses. Place all outgoing mail in yellow mail box located in reception.

NEWSLETTER FOR HDR CANDIDATES

The Graduate School sends newsletters containing important information to HDR candidates on a quarterly basis to maintain regular contact while not overloading candidate's inboxes.

SCHOLARSHIPS

There are a number of Scholarships and Bursaries that are available to Faculty of Science students http://www.science.uq.edu.au/scholarships .

You should read the scholarship information carefully for closing dates, eligibility criteria, and required documentation. Please ensure that you include any documentation that you feel will support your application, even if it is not requested. Eligibility criteria should be addressed thoroughly in your application and supported with documentation. If you are applying for more than one Scholarship, a separate application will be required for each scholarship.

The Graduate School posts information about new externally funded scholarships, financial assistance and travel awards to its Scholarships & Fees website and updates this site on a weekly basis.

SEMESTER AND CENSUS DATES

HDR candidates are able to commence their studies at any point during the year. It is not mandatory, but is preferable that international candidates commence their studies as close as possible to the start of a research quarter so that they get the most out of their tuition fees for the semester.

International candidates who commence outside these periods are charged fees for a full research quarter, even though they may be candidates for only weeks during the research quarter.

The approved dates for the research quarters are as follows:

Research Quarter	Start date of quarter	Due date for payment of charges	Census date / final date to cancel without financial penalty#	End date of quarter
Q1	1 January	15 January	1 February	31 March
Q2	1 April	15 April	1 May	30 June
Q3	1 July	15 July	1 August	30 September

| Q4 | 1 October | 15 October | 1 November | 31 December |

$100 late payment fee applies if not paid by Fees Due Date. Enrolment cancelled if fee not paid by census date. Withdrawn from candidature if enrolment is cancelled. There is 2 days grace if the date of enrolment is after the census date.

Thesis Submission - Key Dates

Research Quarter	Upload Date	Census Date
Q1	25 Jan	1 February
Q2	24 Apr	1 May
Q3	25 Jul	1 August
Q4	25 Oct	1 November

UQ Tuition Fee Scholarship Holders – Key Dates

Scholarship Ends	Deadline for IPRS/UQI extension request
RQ1, 2012	29 Feb for RQ2
RQ2 2012	31 May for RQ3
RQ3, 2012	31 Aug for RQ4
RQ4, 2012	30 Nov for RQ1, 2013

TRANSPORT

The Gatton Campus is accessible by bus from the St Lucia Campus and Ipswich Campus. The UQ website provides additional information online regarding transport options. Carparks are also available on campus.

TRAVEL

HDR candidate travel does not usually fall under the UQ Travel Policy. The Travel Policy covers staff and official university business. Anything related to a course of study (such as field work, travel to work under another academic on their PhD, or career development) does not constitute official university business.

HDR candidates undertaking travel relating to their program are not required to use Campus Travel for bookings. However, they must have their travel approved and the Insurance Travel Notification Template must be completed and sent to Insurance

Services by the approving supervisor. Travel undertaken by HDR candidates that relates to their program should not be entered in Unify.

UQ CONNECT

UQ's Internet Service Provider is responsible for the Internet Access and Email for Life accounts for all candidates and staff, and also provides additional services (including ADSL Broadband and dial-up connection services off-campus, and reduced software). They can best assist if you have queries relating to your Internet and email services, and can be contacted on 336 56000 or via email. You can also browse the UQ Connect website to view other computer and internet services that they provide, plus helpful hints and tips.

UQ STUDENT SERVICES

The UQ Student Services unit offers a wide range of services for postgraduate students, including a reference library, financial and accommodation assistance, personal counselling, and support for international students. Appointments can be made in person or via telephone. All services are confidential.

http://www.uq.edu.au/student-services/

Services include:

- Careers Counselling & Development
- Personal Counselling
- Careers Resource Centre
- Disability Program
- Financial Assistance
- Graduate Employment
- International Student Support
- Mates@UQ offers language conversation groups, an informal coffee club, networking for mature-age students, and social and sporting events.

Phone Gatton: + 61 (7) 5460 1046

Email: ssgatton@uq.edu.au

Location: Morrison Hall

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