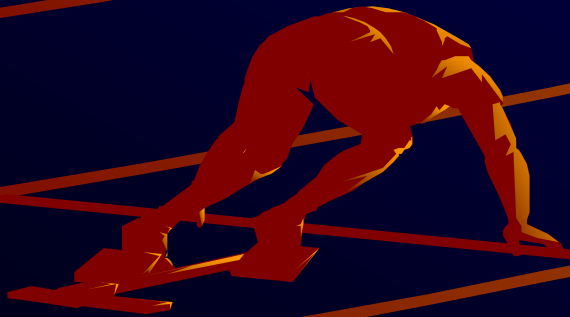


Things you need to know when starting off on your PhD or MPhil



Faculty of Medicine
HDR student induction
February 2018

<https://medicine.uq.edu.au/research/hdr-student-support>

Overview

- ✦ The role of the Faculty of Medicine (FoM) in your candidature
- ✦ Expectations . . .
 - What you can expect from the university
 - What the university expects from you
- ✦ Help! (is available to you)
- ✦ Must-do list : ethics approvals, biosafety, fees
- ✦ Milestone reporting
 - 3 Month Review
 - Confirmation of candidature
 - Mid-candidature review
 - Thesis review

HDR candidate

Your formal interactions with the Graduate School need to be via an enrolling unit

Faculty of Medicine

Post-Grad Coordinators/
Directors of Research
Training (PGCs/DRTs)



Head: Prof
Robyn Ward

FoM has over 700
HDR students



Diann Eley
(MD/RHD)



Emma Hamilton-
Williams
(DI; Mater)



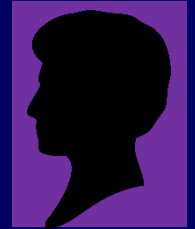
Rob Eley
(PAH; South)



Judith Greer
(North)



Peter Noakes
(SBMS)



Gail Williams
(SPH)

The PGCs are assisted by the Post-Grad Admin Officers (PGAOs)



Maxine
Wienert



Marijke
Schmidt



Susan
Ben-Dekhil



James
Mather
(SBMS)



Jo
Smith
(DI)



Alison
Bath
(SPH)

The Grad School has overall academic
responsibility for >4500 HDR students



UQ Graduate School
Dean of Grad School
Prof Alistair McEwan

Expectations

WHAT STUDENTS WISH THEIR PROFESSOR WOULD BE LIKE:



WHAT PROFESSORS WISH THEIR STUDENTS WOULD BE LIKE:



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What you can expect from UQ

- ◆ Postgraduate Student Research Charter – <https://ppl.app.uq.edu.au/content/4.60.02-higher-degree-research-candidate-charter>
- ◆ The opportunity to develop the overall qualities, skills, knowledge and abilities set out in the Statement of Higher Degree by Research Graduate Attributes
<https://ppl.app.uq.edu.au/content/4.60.03-higher-degree-research-graduate-attributes>
 - Knowledge and skills in the field of study
 - Effective communication
 - Critical judgement and research skills
 - Independence, creativity and learning
 - Ethical and social understanding

What you can expect from UQ

- ◆ Quality supervision
- ◆ That advisors will provide guidance about:
 - nature and scope of the research
 - relevant literature sources and methodology
 - expected standard of research, analysis, writing and presentation
 - attendance at relevant conferences
 - preparation of work for publication and for thesis
 - financial arrangements which might affect you and the proposed project, e.g. external grant funds
 - intellectual property, confidentiality and authorship considerations



What you can expect from UQ

✦ Student representation in relevant forums

- Faculty of Medicine RHD Student Committee: med.rhdsc@uq.edu.au

Annette Sultana (Chair; TPCH)	Lena Batoon (MRI-UQ)	Resham Khatri (SPH)
Jeremy Brooks (Deputy Chair; UQ-DI)	Aakanksha Dixit (UQCCR)	Sabrina Oishi (SBMS)
Samantha Cosh (Deputy Chair; MRI-UQ)	Meg Donovan (UQDI)	Anish Menon (CHSR)
	Heinz Hammerlindl (UQDI)	Johanna Sanchez (CHRC)
	Guy Helman (MD/RHD)	Shayna Sharma (UQCCR)

- QIMR-B also has student representatives (studentrep@qimr.edu.au)

✦ Access to relevant resources :

- Office & laboratory space
- Library support and information services for researchers <https://www.library.uq.edu.au/>
(see *Research tools & techniques* dropdown menu)
- IT infrastructure & support

✦ Appropriate mediation and/or resolution of grievances related to candidature or examination of thesis

If you are not getting what you expect from UQ....

Please talk with your advisory team, the Grad School, student representatives,
a PGAO, or your PGC as soon as possible

Unless you tell us that you are experiencing problems,
we won't know there is a problem!



What UQ expects from you:

- ◆ Comply with the standard terms & conditions of candidature
<http://ppl.app.uq.edu.au/content/4.60.02-higher-degree-research-candidate-charter>
(see section 6)
- ◆ Active, self-motivated approach to research
- ◆ Maintain contact with advisory team
- ◆ Keep abreast of your research field and ensure that your thesis meets an acceptable scholarly standard for submission
- ◆ Attend and present your work at seminars & student days
- ◆ Make every effort to attend and present work at relevant conferences and to publish work in appropriate scholarly journals

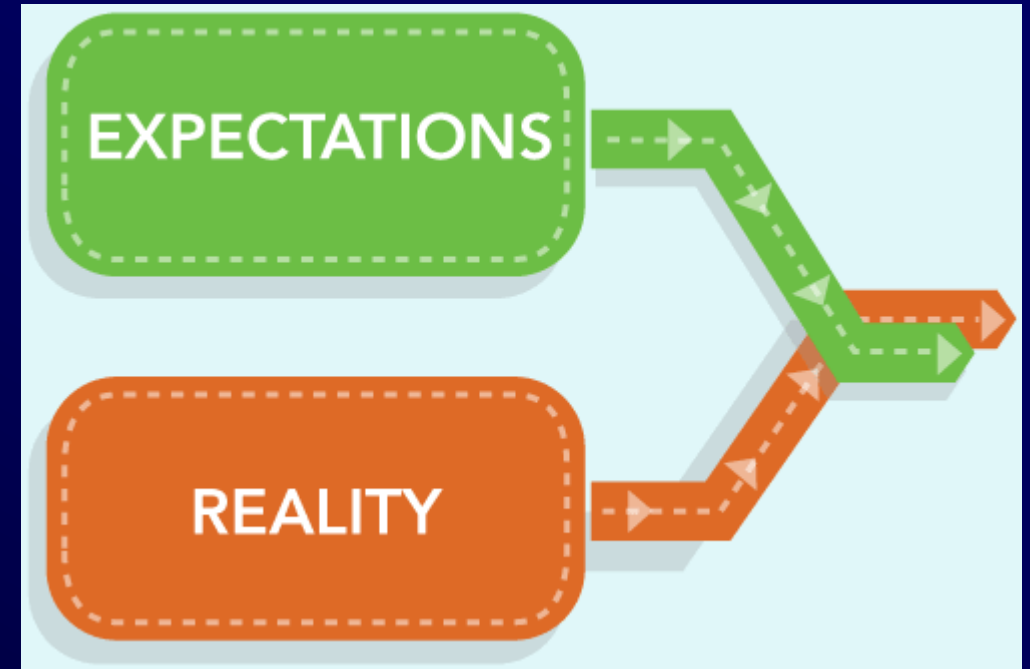
What UQ expects from you:

- ◆ Follow UQ rules, regulations and guidelines
- ◆ Treat colleagues, students and staff with respect
- ◆ Treat UQ facilities and equipment with due care and in an appropriate manner
- ◆ Obtain ethical clearances for work wherever necessary
- ◆ Abide by OH&S policies and procedures as required
- ◆ Accept final responsibility for your research and thesis



Do your expectations align with those of your advisor?

- ✦ Your advisor/advisory team might interpret some of these expectations in a different way to you.....it is better to understand your advisors' expectations earlier rather than later
- ✦ Examples:
 - Meetings - open door vs appointments
 - Assistance from colleagues
 - How your research fits in with the research program of your supervisor(s)
 - Independence
- ✦ Ask your advisor to fill in the "[Expectations survey](#)" independently from you, and then have a meeting to discuss areas where your expectations differ



Expectations survey

Expectations survey (1=don't agree 10=agree completely)											
1.	It is an advisor's responsibility to select a promising topic	Student response	1	2	3	4	5	6	7	8	9 10
		Advisor response	1	2	3	4	5	6	7	8	9 10
		Consensus	1	2	3	4	5	6	7	8	9 10
2.	A student has a right to choose a theoretical standpoint, even if it conflicts with that of the advisor	Student response	1	2	3	4	5	6	7	8	9 10
		Advisor response	1	2	3	4	5	6	7	8	9 10
		Consensus	1	2	3	4	5	6	7	8	9 10
3.	An advisor should direct a student in the development of an appropriate program of research and study	Student response	1	2	3	4	5	6	7	8	9 10
		Advisor response	1	2	3	4	5	6	7	8	9 10
		Consensus	1	2	3	4	5	6	7	8	9 10
4.	The advisor should be available for regular uninterrupted meetings to discuss the student's project	Student response	1	2	3	4	5	6	7	8	9 10
		Advisor response	1	2	3	4	5	6	7	8	9 10
		Consensus	1	2	3	4	5	6	7	8	9 10
5.	Ultimately, a student must find the necessary facilities to complete his/her research	Student response	1	2	3	4	5	6	7	8	9 10
		Advisor response	1	2	3	4	5	6	7	8	9 10
		Consensus	1	2	3	4	5	6	7	8	9 10
6.	The advisor should encourage the student to plan and work independently	Student response	1	2	3	4	5	6	7	8	9 10
		Advisor response	1	2	3	4	5	6	7	8	9 10
		Consensus	1	2	3	4	5	6	7	8	9 10
7.	It is up to the advisor to ensure that the student meets all deadlines	Student response	1	2	3	4	5	6	7	8	9 10
		Advisor response	1	2	3	4	5	6	7	8	9 10
		Consensus	1	2	3	4	5	6	7	8	9 10

What help is available to you?

- ◆ First – seek help from your advisory team
- ◆ If it is something your advisors can't help with, contact PGOs or PGCs
- ◆ Skills training for HDRs

<https://cdf.graduate-school.uq.edu.au/> UQ careers development framework
<http://www.uq.edu.au/student-services/postgraduate-research>
<https://www.library.uq.edu.au/training/>

- ◆ Guides for HDRs

<http://www.studygs.net/>
<http://unilearning.uow.edu.au/>
<http://www.library.uq.edu.au/how-to-guides/>
<https://thesiswhisperer.com/>
<http://www.academiccareers-australia.com/>

- ◆ Student Support Services <http://www.uq.edu.au/student-services/>

– Can help with issues relating to access to university, accommodation, careers, counselling, disability, illness and injury, international student support, learning, multi-faith services, student equity, university life

What help is available to you?

✦ Graduate School Career Development Framework

<https://cdf.graduate-school.uq.edu.au/>

- ✦ Aims to help the development of graduate attributes that link to building a career and contributing to society
- ✦ Provides free-of-charge development opportunities in:
 - **Research skills.** Integrity & ethics; Research & analysis; Your thesis.
 - **Transferable skills.** Communication; Candidature management; Working with others; Writing skills.
 - **Professional skills.** Career planning; Entrepreneurship; Impact & influence; Publishing & authorship; University teaching.
- ✦ Completion of the CDF program enables you to apply for an additional 6 month extension of your scholarship at the end of your research program
 - (see <https://cdf.graduate-school.uq.edu.au/uq-career-development-scholarship-extension-guidelines> for further information, as the criteria are fairly strict)

Must-do list

◆ Ethics and biosafety approvals:

- **Before** you start your experimental work, ensure you have appropriate ethical and/or biosafety approval for :
 - human studies (<http://www.uq.edu.au/research/integrity-compliance/human-ethics>). If your study involves Queensland Health facilities you will also need hospital ethics approval (you only need to apply to one site) and also governance approval **from each site** before you start any data collection.
 - animal studies (the specific AEC will be determined by your work location) <http://www.uq.edu.au/research/integrity-compliance/animal-ethics/>
 - studies involving genetically modified organisms (GMO) or high risk biological materials <http://www.uq.edu.au/ohs/biosafety>



Must-do list

◆ Research Integrity Module

- Compulsory for all RHD candidates
- <https://learn.uq.edu.au>



◆ Pay all fees by the due date:

- International students who have an outstanding enrolment or tuition fee as at one of the 'Fees due' dates (15/1, 15/4, 15/7, 15/10) will have their enrolment automatically cancelled by the FEES Office
- All students must pay the UQ student services and amenities fee (SSAF) each quarter, or their enrolment will be cancelled by the Graduate School
- For further information about important dates, see <http://www.uq.edu.au/grad-school/research-quarters>

Milestone reviews

<https://medicine.uq.edu.au/research/hdr-student-support>

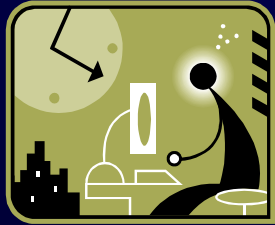


- ✦ Milestone reviews are not examinations!
- ✦ They are aimed at helping you complete your degree in as timely a manner as possible by identifying and resolving issues proactively, and managing the ups and downs of HDR candidature.
- ✦ This is important, as even domestic students now have to pay fees (\$40,000 per annum) if enrolment time exceeds 4 years FTE for a PhD or 2 years FTE for an MPhil.
 - ✦ 3 month review
 - ✦ Confirmation of candidature
 - At 12 months full-time equivalent for PhD students / 6 months for MPhil students
 - ✦ Mid-candidature review
 - At 24 months full-time equivalent for PhD students / 12 months for MPhil students
 - ✦ Thesis review
 - Approximately 3 months before thesis submission date

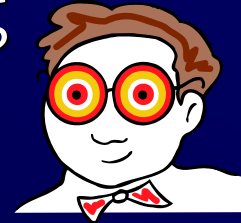
3 Month Review

The aim of this review is to ensure that you have asked yourself... (and your advisors)

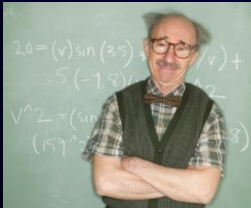
- ✦ Can I devote adequate time?



- ✦ Have I found the project that excites me?



- ✦ Can I work well with these people?



- ✦ Are all necessary resources available?



- ✦ Is this the right place for this project?



If the answer to any of these questions is "no", it's not too late to make changes!

Confirmation of candidature

✦ What we want to know at this milestone is:

- Is there a clear hypothesis and rationale for the study?
- Do you have a solid grasp of the literature, or do you need to expand your knowledge base?
- Is the research plan sound and feasible, and are methodologies clearly indicated and understood?
- Has adequate progress been made?

✦ What's needed

- Written document – literature review, results already obtained etc (~25 pages for MPhil, ~40 pages for PhD) – for details of what is required, see Confirmation Guidelines document on website at <https://medicine.uq.edu.au/research/hdr-student-support>
- Approvals (ethics, biosafety etc)
- Confirmation committee – advisory team, readers of confirmation document, chair of confirmation committee, any one else with an interest in your project

Confirmation process

- ◆ Document given to advisors and readers for their comments (3-4 weeks before seminar)
- ◆ Seminar (~20 minutes, with 10 minutes for questions)
- ◆ Meeting immediately after seminar with advisors and readers and chair of confirmation committee to discuss direction, scope, planning and feasibility of the project and any areas of concern
- ◆ The confirmation committee will score you against the UQ RHD graduate attributes (next slide) using the scale:
 - 5 Outstanding
 - 4 Above Average
 - 3 Satisfactory/Average/Should Improve
 - 2 Below Average/Needs Improvement
 - 1 Unsatisfactory/Major Improvement Needed

Confirmation committee assesses:

- ✦ Knowledge & skills in the field of study
 - Based primarily on the content of your literature review and ability to answer questions after your presentation (20% weighting)
- ✦ Effective communication skills
 - Quality of academic writing, level of oral communication and interactive skills (15% weighting)
- ✦ Critical judgement & research skills
 - Quality of your research work and your critical analysis skills (30% weighting)
- ✦ Independence & Creativity
 - Contribution to concepts and theories; initiative and leadership potential (30% weighting)
- ✦ Ethics & Social Understanding
 - Understanding and practice of responsible conduct of research; level of motivation, work ethic, engagement with institution (5% weighting)

Confirmation Committee Decision

- ✦ You will receive a score out of 500 (derived from the ranking x weighting)
 - if total score is 250 or above, confirmation approved
 - if score is between 125-250, approval is conditional upon meeting criteria specified by the committee within a defined amount of time (usually 3 months)
 - If score is less than 125, recommend formal Review of RHD candidature
- ✦ You will also receive comments from the committee which should help you to identify any deficiencies and improve your performance

FoM students based at other institutes

✦ QIMR-B

- QIMR-B 1 year review is very similar to the FoM process
- You need to speak to Angela Trieu (Angela.Trieu@qimrberghofer.edu.au) regarding the QIMR-B review
- Students going through the QIMR-B process do not have to also go through the FoM confirmation process

✦ MRI-UQ

- Students based at Mater Research (TRI or Mater Hospital Campus) need to contact Marilyn Wilckens (Marilyn.wilckens@mater.uq.edu.au) regarding the Mater Research student process

- ✦ Once you have received your institute-based milestone approval, you still need to initiate the UQ *Milestone Attainment process* online before confirmation of candidature is approved by the Graduate School
(see <https://my.uq.edu.au/information-and-services/higher-degree-research/manage-my-candidature/milestones-and-extensions>)

Mid-candidature review

- ✦ The aim of this review is to determine if you have a well-developed understanding of your research area, and where it sits within the broader literature; if your project is on schedule and whether you have a clear timeline to completion; if there are any factors hindering progress, and how can they be overcome.
- ✦ Written work: Manuscript or journal article on which you are the first author, chapters of your thesis, or summary of work completed (max. 20 pages)
- ✦ Oral work:
 - Oral presentation longer than ~ 15 min to group larger than your immediate group
 - Oral presentation at national or international conference
- ✦ Interview:
 - Discuss progress, plan for finishing thesis, thesis structure, future career plans
 - Committee can be the same as for Confirmation, or new committee can be formed
- ✦ Same criteria assessed as for confirmation, but the weightings are slightly different, and you will need to score 300 to be approved

Thesis review

- ✦ The aim of this milestone is to determine if you will have an examinable thesis ready to be submitted within 3 months FTE
- ✦ Written work:
 - Summary thesis information and detailed table of contents
 - Results, or publications
 - Draft of discussion chapter of thesis
- ✦ Oral work:
 - Oral presentation at institute or above level (includes presentations of >15 min at national or international meeting) with question time
- ✦ Interview:
 - Any problems with standard of writing, layout of thesis etc?
 - potential thesis reviewers, plans for future career etc
- ✦ Same criteria are assessed as for confirmation, but the weightings are slightly different, and you will need to score 350 to be approved to submit your thesis

Thesis

- ✦ A body of work representing about 3 years work for PhD (or 1.5 years work for MPhil)
- ✦ Should have an introduction (literature review and hypothesis generation), several results chapters, and a final discussion
- ✦ The thesis should be <80,000 words
- ✦ You should discuss the format of the thesis with your advisory team (there is also information on the Graduate School website - <http://www.uq.edu.au/grad-school/submitting-your-thesis>)
- ✦ All students commencing after 1 Jan 2018 will have to do an oral thesis defence, in addition to submission of the written thesis
 - Process is still being finalized, but will probably be that you will submit your written thesis, which will be examined by 2 examiners who will determine if you should be allowed to proceed to oral examination, or whether you need to make corrections to your written thesis prior to the oral examination

Faculty Contacts

✦ Postgraduate coordinators

Prof Gail Williams (g.williams@sph.uq.edu.au) - SPH

A/Prof Peter Noakes (p.noakes@uq.edu.au) – SBMS

Dr Emma Hamilton-Williams (e.hamiltonwilliams@uq.edu.au) – UQ-DI and MRI-UQ

Dr Rob Eley (r.eley@uq.edu.au) - Southside

A/Prof Judith Greer (j.greer@uq.edu.au) - Northside

A/Prof Diann Eley (d.eley@uq.edu.au) – MD/RHD and remote

✦ Postgraduate administrative team med.rhd@uq.edu.au

Maxine Wienert	Ext. 65306 (3346 5306) (Herston)
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Marijke Schmidt	Ext. 65325 (3346 5325) (Herston)
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Susan Ben-Dekhil	Ext. 55317 (3365 5317) (Herston)
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Alison Bath	Ext. 55393 (3365 5393) (SPH)
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James Mather	Ext. 51071 (3365 1071) (SBMS)
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Jo Smith	Ext. 37019 (3443 7019) (UQ-DI)
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✦ Facilities and Support Manager

Deon Knight (d.knight@uq.edu.au) 3176-5717/0411-659533

Useful websites

- ◆ Graduate School - www.uq.edu.au/grad-school/ (contains information for research candidates relating to all aspects of enrolment, information on preparation and presentation of your thesis and information about thesis examination, and the Forms Online page)
- ◆ Faculty of Medicine – <https://medicine.uq.edu.au/research/rhd-student-support>
- ◆ Services for UQ researchers –Research & Research Training Division (RRTD)
<http://www.uq.edu.au/research/researcher-development/>
- ◆ Workplace Health & Safety at UQ –
<http://ppl.app.uq.edu.au/content/2.10.03-occupational-health-and-safety#Policy>

Tips from the experts...

7 secrets of successful RHD students...

1. Care & maintenance of your supervisor (you can't get a thesis without them!)
2. Write & show as you go (this is show & tell, not hide & seek)
3. Be realistic (it's not a Nobel prize)
4. Say NO to distractions (avoid over commitment)
5. It's a job (need to set regular times & stick to them)
6. Get help!
7. You can do it (a thesis is 10% intelligence & 90% persistence)

GOOD LUCK!