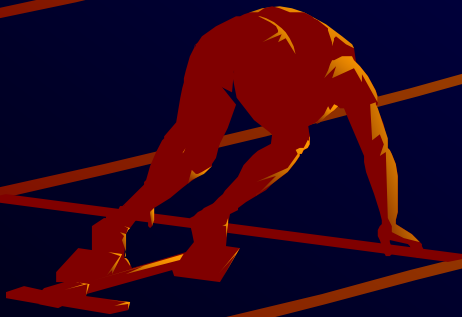


Things you need to know when starting off on your PhD or MPhil



Faculty of Medicine
RHD student induction
February 2017

Overview

- ◆ The role of the enrolling unit 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
- ◆ Milestone reporting
 - 3 Month Review
 - Confirmation of candidature
 - Mid-candidature review
 - Thesis review

RHD candidate Your formal interactions with Grad School need to be via an enrolling unit

Faculty of Medicine

Post-Grad Coordinators (PGCs)



Head: Prof Robyn Ward

FoM has over 700 RHD students



Diann Eley (MBBS/RHD)



Rob Eley (PAH; South)



Glenda Gobe (DI; Mater)



Judith Greer (North)



Peter Noakes (SBMS)

Gail Williams (SPH)

The PGCs are assisted by the Post-Grad Admin Officers



Maxine Wienert



Marijke Schmidt



Susan Ben-Dekhil



James Mather



Jo Smith



Alison Bath

The Grad-School has overall academic responsibility for >4000 RHD students



UQ Graduate School
Dean of Grad-School
Prof Alistair McEwan

What you can expect from UQ

- ◆ Postgraduate Student Research Charter –
<https://ppl.app.uq.edu.au/content/4.60.02-research-higher-degree-candidate-charter>
- ◆ The opportunity to develop the overall qualities, skills, knowledge and abilities set out in the Statement of Research Higher Degree Graduate Attributes
<https://ppl.app.uq.edu.au/content/4.60.03-research-higher-degree-graduate-attributes>
 - Knowledge and skills in the field of study
 - Effective communication
 - Critical judgment 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: Monica Ng (Chair; TPCH), Jeremy Brooks (Deputy Chair; UQ-DI), Irina Buckle (UQ-DI), Samantha Cosh (MRI-UQ), Aakanksha Dixit (UQCCR), Liam Dunn (SBMS), James Fraser (SBMS) med.rhdsc@uq.edu.au
 - QIMR also has student reps (studentrep@qimrberghofer.edu.au)
- ◆ Access to relevant resources :
 - Office & laboratory space
 - Library support and information services for researchers
<https://web.library.uq.edu.au/library-services/services-researchers>
 - IT infrastructure & support
- ◆ Appropriate mediation and/or resolution of grievances related to candidature or examination of theses

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

Talk with your advisory team, the Grad School, student representatives, a PGAO, or your PGC about any problems you are experiencing.

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
<https://ppl.app.uq.edu.au/content/4.60-research-higher-degree-candidates>
- ✦ 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 research program of 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 PGAOs or PGCs

- ◆ Skills training for RHDs

<http://cdf.gradschool.uq.edu.au/career-development-framework-cdf>

<https://my.uq.edu.au/rhd/services/launch-my-career#career>

<http://www.uq.edu.au/ohs/index.html?page=168925>

<http://www.uq.edu.au/ohs/ohs-training-calendar-168925>

<http://www.uq.edu.au/student-services/learning/postgraduate-research>

<https://www.library.uq.edu.au/training/>

- ◆ Guides for RHDs

<http://www.studygs.net/>

<http://unilearning.uow.edu.au/>

<http://www.library.uq.edu.au/how-to-guides/>

- ◆ 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

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>).
 - animal studies (Health Sciences Ethics Committee) <http://www.uq.edu.au/research/integrity-compliance/animal-ethics/> - for any questions, contact awu.aec.hs@research.uq.edu.au
 - 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 <https://graduate-school.uq.edu.au/research-quarters>

Milestone reviews

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



- ◆ **Milestone reviews are not examinations!**

They are aimed at helping you complete your degree in as timely a manner as possible. This is important, as even domestic students will have to pay fees (\$40,000 per annum) if enrolment time exceeds 4 years for a PhD or 2 years 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**

- 3 months FTE before thesis submission date for PhD / 6 weeks FTE for MPhil

- ◆ **All milestones follow the same formula – there is a written component, an oral component, and an interview with the milestone committee**

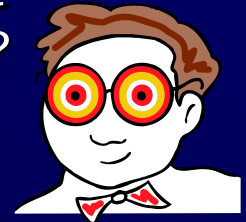
3 Month Review

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

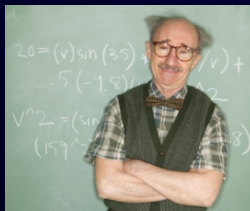
- ◆ Can I devote adequate time?



- ◆ 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

- ◆ Initial enrolment is as a provisional candidate
- ◆ To become a confirmed candidate, you go through the confirmation of candidature process
- ◆ What's needed
 - Written document – literature review, results already obtained etc (15-20 pages)
 - 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 in literature review (30% weighting)
- ✦ Independence & Creativity
 - Contribution to concepts and theories; initiative and leadership potential (30% weighting)
- ✦ Ethics & Social Understanding
 - 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 withdrawal / 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

SOM students based at other institutes

◆ QIMRB

- QIMRB 1 year review is very similar to the SOM process
 - You need to speak to Angela Trieu (Angela.Trieu@qimrberghofer.edu.au) regarding the QIMR review
 - Students going through the QIMRB process do not have to also go through the FoM confirmation process
- ◆ You and your supervisor still have to complete the UQ Milestone Attainment form online before confirmation of candidature can be completed

Mid-candidature review

✦ Written work:

- Research summary, outline of thesis plan, completed or draft 'results' chapter or draft journal paper, plans for conference attendance, career development plan

✦ Oral work:

- 20 minutes plus 10 minutes question time OR
- Oral presentation at national or international conference

✦ Interview:

- Discuss progress, plan for finishing thesis, thesis structure
- 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

◆ Written work:

- Thesis preliminary pages as per [Graduate School website](#)
- expanded contents/outline of thesis
- Draft of 'discussion' chapter OR
- Manuscript which has arisen from the thesis
- Outline of publications that will arise from the research
- List of potential thesis examiners

◆ Oral work:

- Oral presentation (at least 10 minutes) at national or international conference
OR
- 20 minute presentation to review panel plus 10 minute question time

◆ Interview:

- Any problems with standard of writing, layout of thesis etc?
- potential thesis reviewers, plans for future career etc

- ◆ Same criteria 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
- ✦ You should discuss the format of the thesis with your advisory team
- ✦ Currently the decision on whether you are awarded a Research Higher Degree is made solely on the basis of your written thesis, but it is possible that the Graduate School may introduce a mandatory oral thesis defence in the near future

Faculty Contacts

◆ Postgraduate coordinators

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

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

A/Prof Glenda Gobe (g.gobe@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 - <https://graduate-school.uq.edu.au/> (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 at: <https://graduate-school.uq.edu.au/thesis-submission>)
- ◆ Faculty of Medicine – <https://medicine.uq.edu.au/research/rhd-student-support>
- ◆ Services for UQ researchers –Research & Research Training Division (RRTD) <https://researcher-development.uq.edu.au/>
- ◆ 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!