

Administrative Advice to Research Higher Degree (HDR) Students

Welcome to your new role as a Research Higher Degree students. The following is intended to give you an introduction to;

- Your responsibilities as a student (as per the Manual of Policy and Procedure:MOPP),
- The role of the Research Students Centre in the administration of Research students,
- Details of student resources and
- Answers to some frequently asked questions.

• Responsibilities of the Student (extract from MOPP)

Candidate's responsibilities as listed in the MOPP (www.qut.edu.au/admin/mopp/D/D_02_07.html):

- become familiar and comply with Regulations governing the degree, and with any other relevant University and faculty policies;
- discuss with the supervisor the type of guidance and comment considered most helpful, and agree to and maintain a schedule of meetings which will ensure regular contact;
- take the initiative in raising problems or difficulties (however elementary they seem) and sharing responsibility for seeking solutions;
- maintain the progress of the work in accordance with the stages agreed with the supervisor, including in particular the presentation of any required written material in sufficient time to allow for comments and discussions before proceeding to the next stage, and discuss with the supervisor any impediments to progress;
- provide formal reports to the Faculty Research Committee (or equivalent), through the supervisor, at times required by the University, faculty or supervisor;
- follow, at all times, safe working practices relevant to the field of research, and adhere to the guidelines established by the Health and Safety Committee, and any relevant authority in places of study and work;
- follow ethical practices as laid down in
 - national and state legislation
 - national guidelines, and
 - University policy

and as appropriate to the particular discipline and relevant profession, and as specified by any relevant funding body;

- follow University policy on intellectual property and observe any limitations on communication, publication or access to the thesis which have been agreed with the University and any commercial partner or collaborator;
- utilise the resources, facilities and opportunities provided by the faculty to facilitate progress in the research, integrate into the intellectual community provided by the faculty, and acquire or improve the skills and knowledge required for completion of the project;
- ensure that original data are recorded in a durable and appropriately referenced form and stored safely for a period appropriate to the discipline but in any case not less than 5 years;
- prepare the thesis for examination, including arranging for its typing, proof-reading and binding and, where appropriate, consulting the supervisor regarding matters of style and presentation, according to Regulations.

Sources of Information and Advice

Policy & Regulations:

QUT Code of Conduct for Research:

http://www.qut.edu.au/admin/mopp/D/D_02_06.html

QUT Research Ethics: <http://www.research.qut.edu.au/oresearch/policyandpro/ethics/>

QUT Intellectual Property: http://www.qut.edu.au/admin/mopp/D/D_08_01.html

QUT Copyright Guide: <http://www.dias.qut.edu.au/copyright/crguidefrontpage.html>

PhD Regulations: <http://www.research.qut.edu.au/restdncen/postgradcrse/>

Useful resources:

PORTIA (<http://www.qutvirtual.qut.edu.au/>) Online candidature advice and tools

Student Portfolio (<http://www.qutvirtual.qut.edu.au/>) Online resource for career preparation

Calendar of Events (<http://www.research.qut.edu.au/restdncen/>) Free research training options

The Research Students Centre

The Research Students Centre is part of Office of the Director of Research and Research Training. The Research Students Centre (RSC) is responsible for:

- Admission and Enrolment including changes to candidature of RHD students (note: admission of International Students is managed by the Office of International Students)
- Monitoring and reporting on candidature of all HDR students,
- Scholarship advice and administration of scholarship rounds
- Thesis Examination processes
- Grant in aid applications,
- provide secretarial support to the Research Degrees Committee,
- facilitate research training workshops for students, supervisors and admin staff.

Research Students Centre (Level 3, O Block Podium, Gardens Pt Campus)

www.research.qut.edu.au/restdncen/

Coordinator 3138 5166 e-mail s.gasson@qut.edu.au

Candidature Officer 3138 5053 e-mail research.candidature@qut.edu.au

Scholarships Officer 3138 2932 e-mail research.scholarships@qut.edu.au

Admissions / Enrolments Officer 3138 1858 email research.enrolment@qut.edu.au

Examinations Officer 3138 1839 e-mail research.examination@qut.edu.au

Enquiries 3138 4475 e-mail research.degrees@qut.edu.au

Enquiries 3138 5306 e-mail research.degrees@qut.edu.au

Frequently Asked Questions

Who are Higher Degree Research (HDR) Students?

A student enrolled in any the following courses will be considered an HDR student:

IF49 Doctor of Philosophy (PhD)

Professional Doctorate

CN89 Doctor of Project Management

ED11 Doctor of Education

HH50 Doctor of Social Sciences

HL90 Doctor of Health Science

LW50 Doctor of Juridical Science

Masters by Research

BN71	Master of Applied Science (Research)	IT60	Master of Information Technology (Research)
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BN72	Master of Engineering	LW52	Master of Laws (Research)
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BS92	Master of Business (Research)	JS52	Master of Arts (Justice Studies) by Research and Thesis
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www.rsc.qut.edu.au/

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KK51	Master of Arts (Research) (Creative Industries)	HH40	Master of Arts (Research)
ED12	Master of Education (Research)	SC80	Master of Applied Science (Research)
HL84	Master of Applied Science (Research)		

These courses are designated as Research courses by the Department of Education, Science and Training (DEST) as they comprise no less than 66% research.

IF49 is an interfaculty award. The body ultimately responsible for approvals related to students in this award is the Research Degrees Committee (RDC). Any forms submitted to the Research Students Centre (RSC) are referred to the RDC for approval as required.

Masters and Professional Doctoral awards are Faculty based awards. The ultimate approval of student candidature requests is based within the Faculty, usually through the Faculty Research Committee. Forms are submitted to the Research Students Centre for processing when approvals are complete.

What fees do domestic Higher Degree Research students pay?

All domestic HDR students are Research Training Scheme (RTS) eligible. This means that any student who commenced after September 2000 has a period where either the DEST or QUT funds their tuition fees. Students are liable for student guild fees.

What is PhD Maximum Candidature?

PhD candidates are expected to complete candidature in three years full time. Maximum candidature is the maximum amount of time a student can take to complete an award. In the case of the PhD the regulations stipulate a maximum of four years for a full time student and eight years for a part time student. This is different to maximum RTS funded entitlement which for PhD and Prof Doc domestic students is four EFTSU (equivalent to four years full time and eight years part time) and approved course length for International PhD students which is three years full time.

What is a Principal Supervisor?

Each HDR student must have one Principal Supervisor. This person will be sent any relevant paperwork or forms to sign and will be the ultimate source of supervisory advice to the student as they progress. On occasions where this supervisor is unavailable for extended periods, a replacement must be arranged. In the case of PhD or Prof Doc students the replacement is usually the Associate Supervisor who will then take responsibility for further appointments as required.

What do I do when I want to change their candidature details?

There are forms on the web for students wishing to apply to change study mode, thesis title, take a leave of absence, etc. PhD forms are finally approved by RDC; Masters and Prof Doc forms can normally be given final approval by the Faculty. All approved forms are forwarded to the RSC for processing. If applicable the RSC will liaise with the Office of International Students about forms submitted for International Students.

Scholarship Students Warning: Before changing to part time from full time or taking periods of leave check the scholarship regulations. When in doubt speak to the Scholarships Officer BEFORE signing forms that could lead to termination scholarship payments.

How do I handle a problem during your candidature?

If you have a problem, people who can help you solve it are:

Your supervisory team

Your Head of School/Director of Centre/ Director of Research Program/Course Coordinator

Research Administrative staff from your school/centre/faculty

Research Students Centre staff.

If you experience difficulties with the candidature it might also be useful to review the grievance procedure to see how you can progress matters. It can be found at:

http://www.qut.edu.au/admin/mopp/D/D_05_03.html#D_05_03.04.mdoc