

Administrative Advice to Higher Degree Research (HDR) Students

Welcome to your new role as a Research Higher Degree student. 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 (http://www.mopp.qut.edu.au/D/D_05_04.jsp):

- o become familiar and comply with Regulations governing the degree, and with any other relevant University and faculty policies;
- o 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;
- o take the initiative in raising problems or difficulties (however elementary they seem) and sharing responsibility for seeking solutions;
- o 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;
- o provide formal reports to the Faculty Research Committee (or equivalent), through the supervisor, at times required by the University, faculty or supervisor;
- o 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;
- o 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;

- o 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;
- o 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;
- o 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;
- o 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

QUT Policy & Regulations (<http://www.rsc.qut.edu.au/aboutus/policies/qut.jsp>):

1. QUT Code of Conduct for Research: http://www.mopp.qut.edu.au/D/D_02_06.jsp
2. QUT Research Ethics: <http://www.research.qut.edu.au/ethics/>
3. QUT Intellectual Property: http://www.mopp.qut.edu.au/D/D_08_01.jsp
4. QUT Health and Safety: http://www.mopp.qut.edu.au/A/A_09_01.jsp
4. QUT Copyright Guide: <http://www.tils.qut.edu.au/about/copyright.jsp>
5. PhD Regulations: <http://www.mopp.qut.edu.au/Appendix/appendix09.jsp>
6. QUTbluebox: <http://www.qutbluebox.com.au/>

Training, Workshops and Online resources: <http://www.rsc.qut.edu.au/studentsstaff/training/index.jsp>

The Research Students Centre

The Research Students Centre is part of the Division of Research and Commercialisation. The Research Students Centre (RSC) is responsible for:

- Admission and Enrolment including changes to candidature of HDR students (note: admission of International Students is managed by Student Business Services);
- Monitoring and reporting on candidature of all HDR students;
- Scholarship advice and administration of scholarship rounds;
- Thesis Examination processes;
- Recording distribution of centrally provided Grant in aid funds;
- Secretarial support to the Research Degrees Committee, and
- Research training resources for students, supervisors and professional staff.

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

www.rsc.qut.edu.au

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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

ED11 Doctor of Education

HL90 Doctor of Health Science

LW50 Doctor of Juridical Science

HH50 Doctor of Social Sciences

CN89 Doctor of Project Management

IT80 Doctor of Information Technology* (subject to final approval)

Masters by Research

BN71 Master of Applied Science (Research) IT60 Master of Information Technology (Research)

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Correct as 9/1/08

BN72	Master of Engineering	LW52	Master of Laws (Research)
BS92	Master of Business (Research)	JS52	Master of Arts (Justice Studies) by Research and Thesis
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)		

Commercialisation Training

IX97 Graduate Certificate in Research Commercialisation

These courses (with the exception of IX97 which is a fee paying coursework postgraduate award) are designated as research courses by the Department of Education, Employment and Workplace Relations (DEEWR) 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.

The 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.

What is PhD maximum candidature?

All 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.

Maximum RTS funded entitlement which applies to domestic Postgraduate students only. This is the date when funding for tuition fees for domestic students ends. For PhD and Prof Doc domestic students the RTS term is four EFTSU (equivalent to four years full time and eight years part time).

The Government approved length of candidature for International PhD candidature at QUT is three EFTSU.

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.

Do you have an induction site to work out how to get a student card and computer access?

Yes, we do it is at <http://www.rsc.qut.edu.au/studentsstaff/induction/index.jsp>. Please visit and complete the checklist to make sure you know about all the resources available to research students during candidature. We also encourage you to attend orientation offered twice yearly. Details are on the induction site.

How can I view my current candidature details (PORTIA)?

Your milestone dates and details of your candidature can be seen via the web. Go to QUT Virtual and click on the link to PORTIA (see also <http://www.rms.qut.edu.au/related/portia.jsp>) to login. Please note that you must use your student login to see your student details.

What do I do when I want to change my 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 approved by the Faculty. All approved forms are forwarded to the RSC for processing. If applicable the RSC will liaise with the Student Business Services 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, and
- 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 (see also http://www.mopp.qut.edu.au/D/D_05_05.jsp)