SCHOOL OF HEALTH & REHABILITATION SCIENCES
AUDIOLGY, OCCUPATIONAL THERAPY, PHYSIOTHERAPY, SPEECH PATHOLOGY

RESEARCH HIGHER DEGREE HANDBOOK
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OH&S Responsibilities

Staff at all levels within the University of Queensland have specific responsibilities for ensuring Occupational Health and Safety (OH&S). These responsibilities are principally based on the Queensland Work and Health and Safety Act (2011) and related regulations and legislation. The UQ OH&S policy further reinforces these responsibilities.

- **Individual staff / RHD students**
  - Comply with safe working procedures
  - Use of appropriate personal protective equipment and safety systems
  - Assist with the preparation of risk assessments
  - Report OH&S problems

All Research Higher Degree Candidates and Staff working on campus are required to complete the

- New Worker OH&S Induction Checklist
- Training Needs Analysis (TNA) - ALL Workers

**MANDATORY TRAINING FOR ALL UQ WORKERS:**

- General Workplace Safety Induction
- Annual Fire Safety Training

Please give your completed (and signed by your Principal Advisor) New Worker OH@S Induction Checklist to Glynnis and she will keep this on file.

**School Contacts:**

Kathleen Reinhardt  
Manager - Research Administration  
Email: rhdadmin.shrs@uq.edu.au  
k.reinhardt@uq.edu.au  
Ph: 336 57123

Glynnis Shenfield (Mon, Tues and Wednesday morning)  
Research Administration  
Email: rhdadmin.shrs@uq.edu.au  
g.shenfield@uq.edu.au  
Ph: 3364 7494

**Postgraduate Representatives:** The Postgraduate Representatives are your representatives on the Research Committee.  
Stacey Park stacie.park@uqconnect.edu.au  
Ben Soon b.soontzechin@uq.edu.au
USEFUL LINKS

Below are some useful websites which contain detailed information including a broad range of information regarding scholarships, MPhil and PhD programs, resources and training, thesis preparation, and any relevant forms or contacts relating to Research higher Degree studies.

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

http://www.shrs.uq.edu.au/research

http://www.health.uq.edu.au/it

WORKSPACE

Each full-time research student in the School is allocated the following facilities:

- A desk in a shared workroom
- Storage facilities, including lockable desk drawers and lockable filing cabinet
- A computer and access to a printer

Part-time and remote research students are able to access a desk and to other facilities if their situation requires it. This needs to be discussed and organised with the School’s RHD Administration.

Students are reminded that they should be respectful of the needs of other students within their work area while working in a shared workroom and should keep noise levels to a minimum.

Research Higher Degree Graduate Attributes

As a research-intensive university, UQ has established the overall qualities, skills, knowledge and abilities that should be achieved by candidates when completing RHD programs. These core attributes reflect and build upon the culture of inquiry and innovation that is part of a research-intensive university, as well as embedding the need to exhibit effective interpersonal skills and a broad understanding of social and ethical responsibilities. Further details can be found at:

http://ppl.app.uq.edu.au/content/4.60.03-research-higher-degree-graduate-attributes

Candidature Skills Training

The Graduate School’s year-round Candidature Skills Training program is tailored to address skill requirements and needs of RHD students during their candidature. Skills Training includes workshops and information sessions. Training activity details will be provided two months in advance. The calendar will also advise whether the session will be repeated later in the year; for example, "Introduction to your RHD (1 of 4)" will be held four times during the year.
Other training programs are offered by:

- UniQuest
- Student Services
- Library

http://www.uq.edu.au/grad-school/events-skills-training-students

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**Graduate Student Week**

Graduate Student Week is held annually and includes keynote sessions and popular activities and workshops.

http://www.uq.edu.au/grad-school/events-skills-training-students

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**RHD Funding - Research Costs and Travel**

Research Higher Degree candidates may apply for financial support during their candidature. Budgets must be discussed with your advisory team and endorsed by them. The amount must not exceed $1500 for an MPhil candidate and $3000 for a PhD candidate for research costs and travel combined.

The combined budget will be approved by the Postgraduate Coordinator (either Linda Worrall or Jenny Strong) at any of the milestones. Budget requests are submitted using the Excel, RHD Budget Template spreadsheet. Research Higher Degree Funding Support, Appendix F example.

Students are encouraged to consider the priority for any particular expense against other costs and opportunities that can be anticipated for the remainder of their PhD studies, as the allocation is for the entire period of candidature. Note that all expenditure against this allocation must be justified in terms of a student’s research or professional development.

All expenditure against a given postgraduate student’s allocation requires the authorisation of the student’s advisor. No expenditure will be permitted without advisor authorisation.

**Travel Policy UQ**

All travel can be booked through UniFi, using your UQ username and password. When you book your travel through UniFi, your application is authorised by your Principal Advisor and you can apply for reimbursement of funds under the allocation of your budget.

Full details are available from the Business Services web site at: Travel @UQ http://www.fbs.uq.edu.au/travel-at-uq

**Domestic and International Travel required to be processed via UQ Travel (UniFi):** The PPL 9.45.05 Travel Policy states that all travel undertaken on behalf of the University is required to be processed in UQ Travel (UniFi). For more information about the University’s Travel Policy go to: http://ppl.app.uq.edu.au/content/9.45.05-travel.
University Wide Policies and Procedures

STUDENT RESPONSIBILITIES

You should be aware of the University Policies and Procedures outlined below, that form part of the Induction process.

- Research Higher Degree Candidate Charter
- Code of Conduct
- Occupational Health and Safety
- Information Technology (IT) security management policy
- Internet Code of Practice
- UniSafe services
- UQ Research Scholarship General Conditions

Research Student expectations from the Postgraduate Research Student Charter have been outlined below.

STUDENT CHARTER

The University’s Postgraduate Research Student Charter sets out the rights and obligations of a research higher degree student. Postgraduate research students should familiarise themselves with this charter, which can be found at: www.uq.edu.au/hupp

Research Higher Degree Candidate Charter

The Postgraduate Research Student Charter explains University research and research training policy and is designed to provide a set of principles and statements of good practice with respect to matters such as supervision, infrastructure support, monitoring of progress and examinations.

UNIVERSITY PROCEDURES

Postgraduate research students can be expected to:

- Pursue work diligently with a view to completing theses within the specified time;
- Ensure that no plagiarism or other form of academic misconduct is committed; ensure that presentation and format of theses meets the University’s requirements; and to submit their thesis in a form suitable for examination, that follows protocols or scholarly presentation appropriate to the discipline, and is as far as possible free of grammatical, spelling typographical errors.

UNIVERSITY EXPECTATIONS

The University expects supervisors and students to be familiar with and adhere to relevant University rules, policies, guidelines and Code of Conduct wherever they are applicable to postgraduate research.

Postgraduate Research students can be expected to:

- Take an active, self-motivated approach to research seeking input from other staff and postgraduate students when possible; and, while acknowledging that the supervisor’s input and guidance are crucial, accept final responsibility for the research and the thesis;
• Treat University facilities and equipment used in research with due care and in an appropriate manner;
• Obtain ethical clearances for the work wherever necessary and abide by Occupational Health and Safety Policies and Procedures as required;
• Keep abreast of the latest literature in the research field in order to be aware of any developments affecting the thesis and to maintain a broad knowledge of the field;
• Have oral and written competence in academic English at a level appropriate to the production of a thesis and for the reporting of research results;
• See that final drafts are proofread and edited to an acceptable scholarly standard for submission.

SUPERVISION

Postgraduate research students can be expected to:

• Maintain a mutually agreed level of contact with the Supervisor; attend meetings prepared to make clear statements about ideas, progress and problems; and continue the agreed-upon schedule of contact and for submission of work when away from the University campus on field work or research trips, or while enrolled as a remote student;
• Refrain from embarking on any significant variation to the topic unless agreed with the principal Supervisor;
• Submit regular drafts of work as agreed with the Principal Supervisor, and to allow the Supervisor a reasonable amount of time to read and comment in detail. Written work should be submitted before supervisory meetings;
• Inform the Supervisor of any personal or other difficulties which have slowed or may slow progress;

SCHOOL ACTIVITIES

Postgraduate students can be expected to:

❖ Present and attend such seminars as the School requires;
❖ Attend such courses as are specified by the School
❖ Treat all their colleagues, students and staff with respect;
❖ Contribute to the intellectual and social life of the school by participation in activities such as meetings of school postgraduate associations, and by attendance at School Research Seminars and other academic functions;
❖ Make every effort to attend and present work at relevant conferences and to publish work in appropriate scholarly outlets.

Managing your Candidature

During your RHD studies, you may need to make changes to your candidature.

The following changes to candidature must be endorsed by the student’s Principal Advisor and School’s Postgraduate Research Coordinator:

• Change in attendance status between full-time and part-time
• Change in attendance between internal and remote status
• Change of research project title
• Period of interruption to candidature

Please refer to the Graduate School web site http://www.uq.edu.au/grad-school/changing-your-candidature for information regarding making changes to your candidature.

All forms are available online from: http://www.uq.edu.au/grad-school/changing-your-candidature
Progression and Development - Milestones

To assist you in forward planning, details of the milestone process are available below, including links to the Policy (attached) and Overview of the Process in the School (attached). From the commencement of your Research Higher Degree Candidature, you will work with your Advisory Team in scheduling your milestones over the term of your candidature.

WHAT ARE THE RESEARCH HIGHER DEGREE CANDIDATE PROGRESSION AND DEVELOPMENT MILESTONES?

A student’s progress in a research higher degree is assessed by candidature milestones.

Candidature milestones consist of confirmation, mid-candidature review and thesis review and occur near the beginning, middle and end of candidature, respectively. They are used to assess the attributes and achievements of students at each stage of their degree and to plan and review progress towards the timely completion of their project. Due dates for milestones can be found in mySI-net (Research<Candidature) and should be monitored by both students and advisors.

Each milestone is part of a structured process to ensure that RHD candidates are acquiring particular skills, knowledge and abilities while making progress towards completing their research project and writing a thesis.

Candidature Committee

For each RHD candidate in the School, a Candidature committee will be formed that consists of the following members:

- Committee Chair: Postgraduate Coordinator (PGC)
- The Candidate’s advisory team *
- PGC Representative – a member of the School academic or research staff within the primary advisor’s research strength **
- Independent Expert (s) – at least one member of the university staff who is not a member of the advisory team and who has expertise in the general area of the thesis project ***

*This will be the principal and associate advisor(s). All candidates must have at least two advisors.
**This person may also be the independent expert or may be a different person.
***This person need not be a member of the School of Health and Rehabilitation Sciences.

What are the requirements for each milestone?

Each milestone has specific requirements, as outlined below, however, in general they consist of

- Written work by the Candidate
- Oral work by the Candidate
• An interview/dialogue with the Candidate

The Candidate will received written feedback on their work. Following this process the PGC makes a recommendation to the Dean, UQ Graduate School about whether the milestone has been attained.

The progression and development milestones consist of

• Confirmation
• Mid-Candidature Review
• Thesis Review

To assist you in forward planning, from the commencement of your Research Higher Degree Candidature, you will work with your Advisory Team in scheduling your milestones over the term of your candidature. Details of the milestone process, are available below, including links to the Policy and Overview of the Process in the School.

**Confirmation of Candidature**

In order to satisfy the oral component of the confirmation process, the student must present at a school forum: either the School Postgraduate Research Conference (held at the end of each year) or at another forum, such as a division meeting which is advertised at a school-wide level.

The student is also required to undergo an interview. You can discuss and decide on a suitable date for the interview with your student and Associate Advisor. The interview date should be as close as possible to the scheduled date in SiNet. You will need to invite a staff member to sit on the confirmation committee as the 'Invited Member'. Please let me know the date and time you have nominated and the staff member you have invited to sit on the confirmation committee, via rhdadmin.shrs@uq.edu.au.

I will organise with the Postgraduate Coordinator to chair the meeting and organise the room and event notifications.

Please ensure that all members of the Confirmation Committee have received a copy of the student’s written document at least two weeks prior to interview.

On the day of the meeting, two documents are required by the Office of Research and Postgraduate Studies to update the student’s status to 'Confirmed'.

1. The Chair of the Confirmation Committee produces a report.

2. The Principal Advisor and candidate are responsible for ensuring that the Attainment of Milestone form (http://www.uq.edu.au/grad-school/downloads/rhd/milestone-attainment.doc) is completed and signed by the advisory team and student.

After completion, these two documents should be forwarded to Glynnis Shenfield for processing.

Please fill out the **Confirmation checklist** and include it with your milestone documentation when you send it to your committee members.

Please also complete the attached **milestone attainment form** and include it with your milestone documentation when you send it to your committee members.

Please ensure that all of your committee members receive your confirmation document at least two weeks prior to your interview.
**Mid Candidature Review:**

There is no interview for Mid Candidature Review unless requested by candidate or advisory team. **In preparation for your Mid Candidature Review milestone:**

1. Know when your milestone is due, by checking your student record in SiNet
2. Discuss the timing of your milestone with your advisory team. In consultation with your advisory team, decide whether you will be able to meet the scheduled date for your milestone.
3. Contact rhdadmin.shrs@uq.edu.au to confirm the Chair of your review committee
4. Please consult with your advisor to find out who the other member of your committee is.
5. Complete the **Mid Candidature checklist** and include it with your milestone documentation when you send it to your committee members.
6. Please also complete the **milestone attainment form** and include it with your milestone documentation when you send it to your committee members.

Please cc: rhdadmin.shrs@uq.edu.au if you send your milestone documentation to committee members by e-mail. If you send your documentation by hard copy, please e-mail rhdadmin.shrs@uq.edu.au to notify us, you have sent your document to your committee members.

Please consult the SHRS website if you are unsure what to include in your milestone documentation.

**Thesis Review:**

There is no interview for Thesis Review unless requested by candidate or advisory team. **In preparation for your Thesis Review milestone.**

1. Know when your milestone is due, by checking your student record in SiNet
2. Discuss the timing of your milestone with your advisory team. In consultation with your advisory team, decide whether you will be able to meet the scheduled date for your milestone.
3. Contact rhdadmin.shrs@uq.edu.au to confirm the Chair of your review committee
4. Please consult with your advisor to find out who the other member of your committee is.
5. Complete the **Thesis Review checklist** (attached) and include it with your milestone documentation when you send it to your committee members.
6. Please also complete the **milestone attainment form** and include it with your milestone documentation when you send it to your committee members. Please ensure you nominate a **date for thesis submission** on the form in the ‘Next Milestone’ section.

Please cc: rhdadmin.shrs@uq.edu.au if you send your milestone documentation to committee members by e-mail. If you send your documentation by hard copy, please e-mail rhdadmin.shrs@uq.edu.au to notify us, you have sent your document to your committee members.

Please consult the SHRS website if you are unsure what to include in your milestone documentation.
The following documents are attached:

- An overview of the candidature milestone process in the School.
- An outline of the School’s milestone policy and procedure requirements can be found here (also attached).

Forms for milestone attainment or extension of milestone due date can be found on the Graduate School web site at: http://www.uq.edu.au/grad-school/resourcesstudents

Milestone Checklists which should be included with milestone documents can be found at the following links (also attached):

- Confirmation
- Mid-Candidature Review
- Thesis Review

Guidelines for independent panel members of Milestone committees can be found here (also attached).

For additional information, refer to the UQ Graduate School, by clicking here.
Appendix A

SHRS Milestone Checklist – Confirmation of Candidature

*Please attach this checklist along with your milestone attainment form to the document you send to the members of your milestone committee.*

<table>
<thead>
<tr>
<th>Name</th>
<th>Student No.</th>
</tr>
</thead>
</table>

☐ My Advisory team have seen my milestone document

<table>
<thead>
<tr>
<th>Principal Advisor</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Advisor/s</td>
<td></td>
</tr>
</tbody>
</table>

☐ My advisory team has arranged an interview date/time with the committee

<table>
<thead>
<tr>
<th>Date and time of interview</th>
<th></th>
</tr>
</thead>
</table>

☐ I have sent my milestone document to the Independent Panel Member organised by my advisory team

<table>
<thead>
<tr>
<th>Independent Panel Member</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>E-mail address</td>
<td></td>
</tr>
<tr>
<td>Date sent</td>
<td></td>
</tr>
</tbody>
</table>

☐ I have sent my milestone document to the Chair of my milestone committee

<table>
<thead>
<tr>
<th>Chair</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>E-mail address</td>
<td></td>
</tr>
<tr>
<td>Date sent</td>
<td></td>
</tr>
</tbody>
</table>

☐ I have completed or am scheduled for a formal presentation to the School (either at the SHRS Postgraduate Research Conference or at another forum or meeting advertised school-wide)

☐ I have obtained/I am in the process of obtaining ethical clearance for my project. Please provide details.

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
</table>
I have included all necessary components in my milestone document

<table>
<thead>
<tr>
<th>Component</th>
<th>Page/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Literature review leading to a clear rationale and statement of the aims of the study</td>
<td></td>
</tr>
<tr>
<td>2. Research plan</td>
<td></td>
</tr>
<tr>
<td>3. Proposed thesis outline - indicate chapters that will be papers in a thesis by publication</td>
<td></td>
</tr>
<tr>
<td>4. Timetable to completion</td>
<td></td>
</tr>
<tr>
<td>5. Resources required for research project/s (skills and techniques, professional development, costs associated with equipment, etc)</td>
<td></td>
</tr>
<tr>
<td>6. A detailed budget</td>
<td></td>
</tr>
<tr>
<td>7. PPTs and feedback from my oral presentation if available</td>
<td></td>
</tr>
<tr>
<td>8. Career aspirations and the support needed (e.g. teaching experience, grant writing skills, clinical experience, etc)</td>
<td></td>
</tr>
<tr>
<td>9. A statement about the status of ethical clearance</td>
<td></td>
</tr>
</tbody>
</table>

Please also provide the following information:-

I have published or submitted for publication the following publications since the beginning of my candidature. Please indicate whether the publication is published/in press/submitted, the date submitted or published and whether the publication directly relates to the content of your thesis.

I have written the following chapters of my thesis. Please include with your milestone document any component of your thesis that you have written.
### SHRS MILESTONE CHECKLIST – Mid-Candidature Review

*Please attach this checklist along with your milestone attainment form to the document you send to the members of your milestone committee.*

**Name:** ……………………………………………………………………..**Student No.** ……………………

- [ ] My Advisory team have seen my milestone document  
  **Principal Advisor:** …………………………………………………………………….  
  **Associate Advisor/s:** …………………………………………………………………..

- [ ] I have sent my milestone document to the Independent Panel Member organised by my advisory team  
  **Name, email address and date:** …………………………………………………………

- [ ] I have sent my milestone document to the Chair of my milestone committee  
  **Name and date:** …………………………………………………………………………..

- [ ] Since confirmation, I have completed or am scheduled for a formal oral presentation at a School forum or national or international conference  
  *Please specify, including the date of presentation.*  
  ………………………………………………………………………………………………….

- [ ] I have included all necessary components in my milestone document

<table>
<thead>
<tr>
<th>Component</th>
<th>Page/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. a. One or more examples of written material that may include manuscripts for publication, published journal papers or draft thesis chapters. b. (optional) Other written material such as extended conference abstracts, grant applications, applications for ethical approval, other written reports.</td>
<td></td>
</tr>
<tr>
<td>2. Revised thesis outline - indicating what has been submitted to the Panel and what has yet to be done.</td>
<td></td>
</tr>
<tr>
<td>3. Revised timetable to completion</td>
<td></td>
</tr>
<tr>
<td>4. Resources required for research project/s (skills and techniques, professional development, costs associated with equipment, etc)</td>
<td></td>
</tr>
<tr>
<td>5. Updated budget</td>
<td></td>
</tr>
<tr>
<td>6. PPTs and feedback from my oral presentation if available</td>
<td></td>
</tr>
<tr>
<td>7. Statement concerning career plans and outline of strategy to meet this goal (e.g. publication of papers, attendance at</td>
<td></td>
</tr>
</tbody>
</table>
conferences to meet potential post-doc collaborators, etc).

Please also provide the following information:-
I have published or submitted for publication the following publications since the beginning of my candidature: (please indicate whether the publication is published/in press/submitted and the date)
..............................................................................................................................................................
................................................................................................................................................................

I have written the following chapters of my thesis:
................................................................................................................................................................
Appendix C

SHRS MILESTONE CHECKLIST — Thesis Review

*Please attach this checklist along with your milestone attainment form to the document you send to the members of your milestone committee.*

<table>
<thead>
<tr>
<th>Name</th>
<th>Student No.</th>
</tr>
</thead>
</table>

☐ My Advisory team have seen my milestone document

<table>
<thead>
<tr>
<th>Principal Advisor</th>
<th>Associate Advisor/s</th>
</tr>
</thead>
</table>

☐ I have sent my milestone document to the Independent Panel Member organised by my advisory team

<table>
<thead>
<tr>
<th>Independent Panel Member</th>
<th>E-mail address</th>
<th>Date sent</th>
</tr>
</thead>
</table>

☐ I have sent my milestone document to the Chair of my milestone committee

<table>
<thead>
<tr>
<th>Chair</th>
<th>E-mail address</th>
<th>Date sent</th>
</tr>
</thead>
</table>

☐ Since mid-candidature review, I have completed or am scheduled for a formal oral presentation at a School forum or national or international conference. Please specify, including the date of presentation.

__________________________________________
☐ I have included all necessary components in my milestone document

<table>
<thead>
<tr>
<th>Component</th>
<th>Page/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Front matter to thesis, including abstract</td>
<td></td>
</tr>
<tr>
<td>2. Revised and expanded outline of thesis (with subheadings)</td>
<td></td>
</tr>
<tr>
<td>3. Revised timetable to completion</td>
<td></td>
</tr>
<tr>
<td>4. Manuscripts for publication, published journal papers and/or draft thesis chapters</td>
<td></td>
</tr>
<tr>
<td>5. Any further resources required prior to completion</td>
<td></td>
</tr>
<tr>
<td>6. Updated budget</td>
<td></td>
</tr>
<tr>
<td>7. Statement concerning career plans, outline of strategy to meet this goal (e.g. publication of papers, attendance at conferences to meet potential post-doc collaborators, etc) and resources required</td>
<td></td>
</tr>
<tr>
<td>8. PPTs and feedback from my oral presentation if available</td>
<td></td>
</tr>
</tbody>
</table>

Please also provide the following information:-

I have published or submitted for publication the following publications since the beginning of my candidature. Please indicate whether the publication is published/in press/submitted, the date submitted or published and whether the publication directly relates to the content of your thesis.


I have written the following chapters of my thesis. Please include with your milestone document any component of your thesis that you have written.


Appendix D

Guidelines for Independent Panel Members

Confirmation

- Please read the documents and have your questions ready for the arranged interview between the Chair, candidate, and Advisory Panel.
- At the beginning of the meeting, please indicate to the Chair if you have any major concerns about the candidate’s suitability for confirmation.
- Be ready to start the process of asking questions of the candidate.
- Make your suggestions and requirements clear to the candidate in the interview.
- Read, edit and return the report that the Chair emails you by reply email if possible.

Mid-candidature
Within one week....

- Please read the documents sent to you
- Write a brief report (half a page) on the documents. At this stage, please consider whether the candidate is
  a. Making sufficient progress (e.g. Are they at least half way? Have they collected some or most of their data? Have they been writing and publishing as they go?)
  b. Whether the quality of the work is good (e.g. if they have published as they go this is usually a good indicator. If they are writing their thesis in chapters, please read one and provide feedback)
  c. Whether the scope of their thesis is appropriate (e.g. is it going to be too large for the candidate to manage to complete in the remaining timeframe? Is it too small so that only a couple of minor publications will emerge?)

- Email your report to the Chair of the Panel.
- Read, edit and return the final report that the Chair emails you by reply email if possible.

Thesis Review
Within one week....

- Please read the documents sent to you
- Write a brief report (half a page) on the documents. At this stage, please consider
  a) Whether the thesis should be submitted
  b) What further work is required prior to submission

- Email your report to the Chair of the Panel.
- Read, edit and return the final report that the Chair emails you by reply email if possible.
1. **RHD Budgets**

Recent budget constraints have led to some changes to the guidelines for RHD budget allocations. The main changes are:

1. Research costs and travel budgets will be combined and capped at $3000. Hence there will be just one budget called the RHD budget.
2. The RHD budget (including costs and travel) will need approval by one of the Postgraduate Coordinators before Finance Unit staff will approve any expenditure. This will typically occur as part of the milestone process. Please use this [RHD Budget Excel file](#).
3. Principal Advisors of candidates with already approved research cost budgets that have not been fully spent will be invited to resubmit their budget to include future travel plans.
4. For RHD candidates with approved budgets, advisors have been asked to work with the candidates to cap the combined budget at $3000 for the remainder of their candidature.
5. Candidates who have scholarships or grants that include equivalent funding for research costs or travel for the project will not be eligible for the School’s RHD budget allocation. Candidates who are working on a funded project will also be ineligible for research costs. Only funding requests not already covered (e.g. travel costs) but essential to the completion of the RHD degree will be considered.

The following are offered as guidelines.

**RHD Budgets**

- The purpose of the RHD budget is to help defray the costs of undertaking the PhD or MPhil research (for example; data collection) when external funds have not been obtained and to support candidates to present their findings at conferences.
- Advisors need to carefully develop budgets in discussion with their RHD students and these are then discussed with the Confirmation panel at interview. Budgets for PhD projects are not expected to exceed $3000 for the period of candidature.
- Budgets for MPhil projects are not expected to exceed $1500 for the period of candidature. If an MPhil candidate upgrades to a PhD, their budget can be extended up to a maximum of $3,000.
- If a funding approval for conference travel after confirmation is required, the candidate may allocate a proportion of their budget towards it at confirmation but provide the details of the conference at a later date, preferably as part of Mid-Candidature or Thesis Review.
- Candidates are requested to familiarise themselves with UQ’s Policies and Procedures for travel at [http://ppl.app.uq.edu.au/content/9.45.05-travel](http://ppl.app.uq.edu.au/content/9.45.05-travel) prior to arranging conference travel.
- If the costs of the research are likely to exceed $3000/$1500, these must be declared on the Application for Admission form. In these cases, applicants and/or their advisors will need to demonstrate how these costs will be covered (e.g. from grants, consultancy funds, etc.) prior to admission. If additional funds are not secured, the project may need to be scaled back to fit within the SHRS budget thresholds stated above. If the costs change after enrolment and are expected to exceed the threshold, please notify the Postgraduate Coordinator immediately.
- Applications for a student’s personal travel expenses for data collection will be considered, but they must be included in the budget estimate on the application for enrolment form and clearly justify the travel expense as an essential part of data collection.
## Appendix F: RHD BUDGET REQUEST FORM (example)

**RHD CANDIDATE NAME:**  
**SUPERVISOR NAME:**

Please tick applicable box:

- Other funds (for example: grant funds scholarship funds) are not available to cover research costs.
- Other funds (for example: grant funds scholarship funds) are not available to cover conference travel costs.

**Rationale:** (please explain why these are essential to your research)

<table>
<thead>
<tr>
<th>DETAILED BUDGET ITEMS</th>
<th>AMOUNT REQUESTED</th>
<th>AMOUNT APPROVED</th>
<th>AMOUNT SPENT TO DATE</th>
<th>AVAILABLE BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>(list each item separately)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>A. Salary Costs:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. RA Hew 4.2 at $27.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(including on costs)</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>for 10 hrs to assist with client interviews/database management</td>
<td>480</td>
<td>480</td>
<td>156</td>
<td>324</td>
</tr>
<tr>
<td><strong>B. Small IT Equipment:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. 1 x Apple iPad</td>
<td>650</td>
<td>650</td>
<td>220</td>
<td>430</td>
</tr>
<tr>
<td>2. Other item</td>
<td>50</td>
<td>37</td>
<td>10</td>
<td>27</td>
</tr>
<tr>
<td><strong>C. Consumables:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Set of “Talk Talk” speech cards</td>
<td>333</td>
<td>333</td>
<td>111</td>
<td>222</td>
</tr>
<tr>
<td>2. Other item</td>
<td>200</td>
<td>100</td>
<td>100</td>
<td>0</td>
</tr>
<tr>
<td><strong>D. Mileage Allowance/Taxi Fare/Car Hire:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Hire of UQ Car for client interviews at home for those unable to come to UQ: 10 clients @ $12.50 per trip</td>
<td>125</td>
<td>125</td>
<td>125</td>
<td>0</td>
</tr>
<tr>
<td>10 cab fares for clients' home - UQ: 10 clients @ $25 per trip</td>
<td>250</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>D. Conference Registration:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. 25th SPCH Conf Reg Fee (presenting at Conference)</td>
<td>875</td>
<td>875</td>
<td>875</td>
<td>0</td>
</tr>
<tr>
<td><strong>E. Travel:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Airfare - BNE-LON-BNE Accomm - 5 nights</td>
<td>400</td>
<td>200</td>
<td>100</td>
<td>100</td>
</tr>
<tr>
<td>2. LON @ $250 per night</td>
<td>500</td>
<td>200</td>
<td>0</td>
<td>200</td>
</tr>
<tr>
<td><strong>TOTAL BUDGET REQUESTED/APPROVED</strong></td>
<td>3,863</td>
<td>3,000</td>
<td>1,697</td>
<td>1303</td>
</tr>
</tbody>
</table>

**Comments:**

**RHD CANDIDATE’S SIGNATURE:**  
**SUPERVISOR’S SIGNATURE:**