



THE UNIVERSITY  
OF QUEENSLAND  
AUSTRALIA



# Institute for Molecular Bioscience Graduate Student Handbook



As part of the Queensland Bioscience Precinct incorporating IMB and CSIRO Divisions of Livestock Industries, Plant Industry, Sustainable Ecosystems and Mathematical and Information Sciences.



THE UNIVERSITY  
OF QUEENSLAND  
AUSTRALIA

**IMB** *Institute for Molecular Bioscience*

# IMB GRADUATE STUDENT HANDBOOK

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**Graduate School Forms: The following forms have not been provided as they should be downloaded from the Graduate School Forms website <http://www.uq.edu.au/grad-school/index.html?page=9221> to make sure you have the latest version!**

- Application for Admission and Enrolment
- Proposal for a Research Project
- School Recommendation on an Application for Admission and Enrolment
- Confirmation of Candidature Form
- Extension of Provisional Candidature Form
- Annual Progress Report (only available in May and June)
- School Postgraduate Coordinator’s Recommendation on a Annual Progress Report
- Notice of Submission
- Pre-Examination Form (Standard)
- Pre-Examination Form (Confidential)

**This handbook is not an official document of The University of Queensland, however much of the information regarding University policy has been taken from the Graduate School web page, <http://www.uq.edu.au/grad-school/> and modified where necessary for internal IMB working practice.**

## OVERVIEW OF THE IMB

In 2003 the IMB moved into its new building in the Queensland Bioscience Precinct (QBP), which provides state-of-the-art research laboratories and facilities and which currently is the finest building of its type in Australia. It has become a symbol for the aspirations and emergence of Queensland as a regional and international centre for advanced research and development. The QBP allows the Institute the space to grow and to develop new programs, as well as the opportunity to integrate its research activities. The IMB shares the QBP with the CSIRO Divisions of Livestock Industries, Plant Industry, and Sustainable Ecosystems, as well as the Queensland Department of Primary Industries Agricultural Biotechnology Centre, which provides opportunities for operational and research collaboration in a variety of areas. The IMB's accommodation of IMBcom within the QBP provides the two organisations with the added benefit of commercial and intellectual property professionals working closely and actively with research scientists for better technology transfer outcomes.

The Institute for Molecular Bioscience (IMB) was established to create an integrated research pipeline from genomic analysis to chemical design. The IMB links genomic discovery and bioinformatic analysis with state-of-the-art research in cellular and developmental biology, structural biology and chemistry, to better understand human and animal biology, and to develop new pharmaceuticals, diagnostics, disease therapies, and advanced technologies in molecular genetics and bioengineering.

### Strategic Objectives include:

- **Outstanding researchers at all levels**, with high standards for the recruitment and performance of staff and students.
- **An integrated and forward-looking program structure** that maximizes the effectiveness of the Institute's intellectual resources and scientific facilities, reflects Institute research strengths and priorities, and supports the achievement of the Institute's prime objectives.
- **Ambitious and innovative projects** aimed at producing high impact science and technology, and generating new platform intellectual property.
- **Outstanding postgraduate and postdoctoral research education**, with emphasis on multidisciplinary.
- **Outstanding education and training in commercialization and ethics.**
- **Develop interactions with CSIRO** in QBP operations, joint postgraduate training programs, joint initiatives in mammalian genomics and bioinformatics and joint projects.

### Organisational Structure

The IMB has four major Divisions for organisational and communication purposes: Genomics and Computational Biology, Molecular Genetics and Development, Molecular Cell Biology, and Chemical and Structural Biology. These divisions are primarily intended to be the communication and co-ordination mechanisms for the IMB groups with similar technological and research interests. Research integration is largely coordinated through the Research Programs (listed below).

Each Division has a Head, who sits on the IMB Executive, the principal policy making body of the Institute. Division Heads report to the Deputy Director (Research) for scientific and research matters and the Director and Deputy Director (Systems and Administration) for financial, administrative and other infrastructural matters.

In addition to the major research divisions, the IMB has an Office of Public Policy and Ethics, which examines the ethical and policy implications of genetics and the potential uses of new biotechnologies, with a special focus on their capacity to reduce the burden of human disease. The IMB also has a Graduate Education Office, an Office of Marketing and Communications and three support sections –

Information Technology, Finance and Administration and Laboratory Services (see *Attachments – IMB Organisational Chart*).

## **Strategic Research Programs**

The IMB Strategic Research Programs and subprograms are designed to engage the entire spectrum of expertise at IMB, although some will draw more heavily on some areas than others. These programs and subprograms intersect and it is expected that all groups will contribute substantially to one or more of these programs. They will include:

### **1. Mammalian genomics and genetic programming**

- Comparative mammalian and vertebrate functional genomics
- Rnomics
- Computational modelling of genetic and cellular regulatory networks

This program includes the ARC Centre in Bioinformatics, and intersects with the Department of Mathematics and the School of Information Technology & Electrical Engineering.

### **2. Organogenesis, tissue damage and regeneration**

- Urogenital development
- Inflammation
- Cell signalling and cancer
- Molecular genetics and molecular biology of aging

This program includes IMB's participation in the Cooperative Research Centre for Chronic Inflammatory Diseases, the ARC Centre of Excellence in Stem Cell Biology, and the NIH-funded project / Nephrogenix initiative designed to develop new therapies for renal regeneration.

### **3. Cell architecture and dynamics**

- Visual cell project
- Cell architecture and trafficking
- Virtual membrane project

This program has received considerable support from the NANO major national research facility, the Australian Cancer Research Foundation and NIH, and is a major initiative of the IMB with the application of cryo-electron microscopy, cell tomography, advanced visualization, and high performance computing. It also includes the ARC Centre in Bioinformatics.

### **4. Chemical and structural genomics**

- Membrane protein structures
- Soluble protein and nucleic acid structures
- New drugs and therapies

This program has the most advanced equipment for structural biology in Australia, and will include a proposed new CRC in Biodiscovery. It has also been responsible for a number of IMB spinout companies.

### **5. Issues in genetic and cellular medicine and technologies**

- Applied genetics
- Transgenesis

## WELCOME

“Welcome to the Graduate Program of the Institute for Molecular Bioscience at the University of Queensland! As a student selected for entry into this Program you become a very important member of the IMB team, at one of Australia’s premier centres for research and innovation. As the home base for your studies, the IMB offers a stimulating, international academic environment and access to world-class facilities and technology. Our mission at the IMB is to train future leaders in science and innovation. Accordingly, our Graduate Program has been designed to provide students with the highest quality training in research and to ensure that students graduate with the broad-based knowledge and career skills necessary to tackle the scientific challenges of the 21st century. The future success of our graduates ensures that the IMB Program continues to attract the best new students from around the world and that you become part of an elite training scheme. We hope you embrace the experiences, challenges and opportunities the IMB Graduate Program have to offer you.”

Associate Professor Jennifer Stow  
Inaugural IMB Postgraduate Coordinator  
2000 – 2003

## INTRODUCTION

The IMB aims to provide a dynamic and supportive environment to foster the scientific and career development of its postgraduate students. In general, the IMB Program follows the rules and guidelines governing postgraduate studies at University of Queensland, as set out by the University’s Graduate School (<http://www.uq.edu.au/grad-school>). Students are referred to this official University website for further information and to view the requirements of candidature for UQ research higher degree students. In addition, the IMB has introduced a number of key, special elements to its Graduate Program. These are designed to keep our Program and our students at the forefront of training in biosciences, to augment training in a specific research project and, to assist our students in their overall career development.

### **Particular aspects of the IMB Graduate Program include:**

- Assignment of a Thesis Committee for each student
- Exposure to both national and international seminar speakers as well as the work undertaken by IMB Group Leaders and their team through the compulsory weekly seminar series and institute meeting
- Provision of additional training in the form of a number of one-off workshops and information sessions covering topics such as Introduction to Biobusiness, Bioinformatics, Bioethics, postdoctoral fellowship applications and thesis writing
- Participation by third year students in a Biobusiness Retreat conducted by IMBcom
- Access to travel funds of up to \$2,000 per student for attendance at national and international conferences during the course of their study
- Involvement socially with other students through the vibrant IMB student society, SIMBA

A hallmark of the IMB Graduate Program is its commitment to providing students with well-rounded, comprehensive training that reaches beyond the focus of an individual’s research project. As such there are three main tenets of training in our program:

- **Expert training in a specialised field of study.**

Each student will undertake a major research project as part of one of the research groups at the IMB or in one of our affiliate laboratories. Within the environment of the group, students will receive expert supervision and training, a lively intellectual environment and first class facilities as a backdrop for their research project. Students are expected to participate fully in the ongoing activities of the group or laboratory. Collaborations with other groups or laboratories (within the IMB, elsewhere at UQ or anywhere in the world) often provide students with the opportunity for broader training and exposure to other disciplines. Students are expected to publish work emerging from their research projects and to present their work at national or international scientific meetings. High quality publications provide students with scientific repute in their specialist field and an excellent foundation for their future career prospects. Thesis Committees provide extra guidance and facilitate timely and productive candidatures for our students. We aim to graduate students who have a high level of expertise in their specialist field and who have received recognition for their early contributions to a field.

- **A broad-based knowledge of science.**

Science in today's world demands more than just expertise in a narrowly focused area. Success across the whole spectrum of careers in science now depends on broad-based knowledge, the ability to rapidly embrace new directions, an awareness of technological innovations and of issues at the intersections between science and society. Just as boundaries in science are disappearing, the multi-disciplinary and integrative nature of research across the divisions of the IMB encourages broad education of our graduate students. The weekly IMB seminar series incorporates national and international speakers across a wide range of cutting-edge topics. 'Monday morning' presentations from IMB research groups, division forums and other seminar series disseminate information about work going on within the IMB and in specific fields. The attendance and participation of graduate students in these forums is regarded as an important and essential part of training at the IMB.

- **Career development.**

For all the same reasons a broad scientific knowledge is essential, it is also necessary to understand the workings and applications of science. With the commercialisation company of IMB, IMBcom, workshops and 'boot camps' are run for students on topics such as commercialisation, biobusiness and intellectual property. These are designed to make all students aware of important or current issues at the interface of industry and basic research. Our students are an important part of the government/university/industry axis for developing the commercialisation of science for Australia's future. Working at the cutting-edge of technology, it is imperative for students to also understand the impact science has on contemporary society. Through our Office of Public Policy and Ethics, students are similarly exposed to thought-provoking, important issues dealing with ethics and the human face of science in a series of seminars and workshops. The IMB Program will continue to incorporate workshops or courses on emerging topics, technologies or skills as they become important for a well-rounded training in bioscience.

The IMB, supervisors and students all share a common commitment to these aspects of training. Therefore participation in EACH of these three areas is compulsory for all students in the IMB program.



## IMB GRADUATE PROGRAM

The IMB Graduate Program aims to provide students with training beyond the boundaries of their specific research program. This will be facilitated by a series of compulsory lectures, seminars, workshops and retreats. We expect the exact content and structure of this program to evolve and change along with the ongoing evolution of bioscience and in response to student and advisor feedback. The current structure of the compulsory program involves:

### 1. The IMB Seminar series

This series is held every Friday lunchtime, starting at 12.00pm in the Level 3 Auditorium, which features international and national speakers covering a broad range of topics of interest to the various divisions within the IMB. This seminar series is designed to broaden your knowledge base, improve mental agility (especially if you are not already familiar with the speaker's field) and help with presentation techniques (identifying what does and doesn't work when presenting to a broad but educated audience).

Two of the things you must come away with at the end of your PhD are the ability to:

- a) impart your finding and ideas to others in a clear and interesting way and to
- b) critically appraise the findings of others.

Both those skills can be honed (quite passively on your part) by attending the seminars on Friday. **Attendance at this seminar series is compulsory for IMB-enrolled students.**

### 2. Monday Morning Meetings (MMM)

These internal seminar presentations are held every Monday morning from 9.00 – 10.00am in the Auditorium. They concentrate on giving IMB staff and students a better insight into the intellectual objectives and research projects that are being undertaken by each group, with a more detailed description of the scientific and technological approaches that are being employed. The presentations will provide a single 50-minute time slot for group leaders to present their group's research and tools of their trade. The MMM format aims to facilitate and showcase the broader cross-disciplinary interactions that occur within the IMB. **Attendance at the MMM presentations is compulsory for IMB-enrolled students.**

### 3. Division Meetings

Each Division conducts Divisional Meetings and/or forums which are held on a weekly basis and are to be attended by all members of the Division. It is in these forums that you are expected to present your confirmation seminar at the one year mark of your candidature (see Page 20) and your completion seminar to be presented within the final year of your studies (see Point 10 below). Additionally, each group within a division will normally conduct regular lab meetings at which your attendance is mandatory.

#### Coordinators of Divisional forums:

Genomics and bioinformatics – Dr Tim Bailey  
Molecular Cell Biology – Professor Rob Parton  
Molecular Genetics and Development – Dr Dagmar Wilhelm  
Structural Biology and Chemistry – Dr Stephen Love

#### 4. **Bioinformatics Program**

Bioinformatics has become a buzzword in biological research, but for many researchers it still means little more than running a BLAST search on their favourite gene. The Bioinformatics Program, or 'An Introduction to Computing for Biologists', is a short course designed to introduce IMB students to the many other ways in which computing and bioinformatics can help your research, and to show you how to access those resources. There will be sessions on how computers (and programmers) work, on accessing and searching common biological databases, and on useful software available through the IMB and UQ. The course will run for two hours a day for five days, and will be presented by staff from the IMB and UQ.

#### 5. **Bioethics Workshop**

The Office of Public Policy and Ethics (OPPE) is one of the five integrated research divisions within the IMB. It is an initiative of the IMB and the Faculty of Social and Behavioural Sciences at The University of Queensland. OPPE's mission is to undertake research and analysis on ethical and public policy issues raised by biotechnology and to use the knowledge gained to enhance public discussion of, and participation in, decisions about these developments.

OPPE came into existence with the appointment of Professor Wayne Hall in September 2001 as Director. Wayne is appointed Professorial Research Fellow at the IMB and the Schools of Psychology, Political Science and International Relations, and Population Health. Since then, OPPE has become the home to an interdisciplinary team including a biological scientist, a philosopher, a psychologist, a sociologist, an epidemiologist, a specialist librarian and a science communicator.

Graduates students at the IMB attend ethics and public policy workshops hosted by OPPE. These workshops allow students to learn about and discuss current issues in bioscience, policy and ethics through a combination of lectures, group work, and discussion forums. Students are challenged to consider the wider implications of bioscience, for example to consider the ethical, social and legal issues raised by DNA patents or stem cell research.

OPPE runs one specialist workshop for IMB students each year. **It is compulsory for first year students to attend this workshop**, but students in later years of their program are also welcome.

You can find out more about OPPE's research projects and events at <http://www.uq.edu.au/oppe>

#### 6. **BioBusiness Education - conducted by IMBcom**

IMBcom has an internal charter of education and training, with a commercial focus, for the IMB. They aim to educate graduate students about the business end of science and to prepare them for their future careers and attitudes. This is conducted in two parts – the first being a three-hour workshop for first year students, called **Induction into the BioBusiness World**. This provides a general overview of current issues and the industry. The second part is a three-day retreat for third year students, called the **BioBusiness Retreat**, where IMBcom go into detail about specific issues at the commercial end of biotechnology. For example it will cover technology transfer, business planning, legal issues, communication (including people management, negotiation skills, dealing with the media), and scientific writing.

You can find out more about IMBcom at <http://www.imbcom.com.au/>

#### 7. **Postdoctoral Fellowships Information Session**

Assoc Prof Melissa Little, in conjunction with SIMBA will conduct an information session on NHMRC Postdoctoral Fellowships, with practical application advice on the more popular fellowships such as the C J Martin. This will be offered in May and available for graduate students in the latter phases of their candidature.

## **8. Thesis Writing Workshop**

SIMBA organizes a Thesis Writing Workshop to be conducted in late March. A panel of experts and past students will share their advice on writing theses.

## **9. Other Workshops**

To complement these sessions it is anticipated that there will also be adhoc lectures, hypotheticals / workshops as the need arises and when there are visitors to the IMB with relevant expertise.

## **10. PhD Completion Seminar**

All IMB PhD students are expected to give a completion seminar as part of their completion requirements of their award. This seminar should be scheduled three to six months before the submission of your thesis and will usually be presented in the context of the Divisional forum.

<b>TRAVEL FUNDING</b>
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### **IMB STUDENT TRAVEL FUND**

Subject to certain restrictions, graduate students are eligible to receive a travel allocation. Eligible students may receive up to a total of \$2,000 support for travel from IMB during the period of their enrolment.

It is expected that such travel will:

1. Allow students to gain experience in presenting their work to the wider scientific community at national and international scientific conferences.
2. Allow students to attend workshops and field courses, which will contribute to their research programs.
3. Provide opportunities to meet other scientists for cross-pollination of ideas.
4. Provide opportunities to students to seek postdoctoral employment.
5. Provide students with the means to attend conferences independently of the financial status of their laboratory head or Advisor.
6. Allow students to act as ambassadors for the IMB in the scientific arena.

It should be noted that while each eligible student can have a reasonable expectation to receive this level of funding, it is not a right and may be subject to budget constraints.

To be eligible, students must be enrolled through IMB. In addition:

- The student must have the support of their Principal Advisor for the activity.
- The student should normally be presenting a poster, or giving a talk on their work from IMB. Applications will also be considered if the student has been invited to take part in a workshop.

The funds are available for registration, travel, accommodation and subsistence and will need to be supported by the usual documentation required by the University. Students are encouraged to apply for external funding to support their travel.

Students must make a formal application for the funding showing documentation of acceptance (or application) to present.

Applications should include full details of the meeting, an abstract of the presentation, expected costs, sources and amounts of external funding (if applicable) and a signed approval to attend the meeting

from the Group Leader or Principal Advisor. Note that students must not book their own air travel – see the IMB Travel Officer, Barbara Feenstra for further information – privately booked air travel will not be reimbursed.

## GRADUATE SCHOOL RESEARCH TRAVEL FUND

The UQ Graduate School Research Travel Awards (GSRTAs) have enabled over 350 UQ research higher degree students to travel to access resources in Australia or overseas. These awards are available for a period of research travel to access resources, equipment, libraries or archives that will enable students to speed up progress on their theses.

They are not intended to fund essential research travel signalled in the initial research proposal since that should be met from other grants or school funds; nor are they intended for consultation. ***Note - conference travel will not be funded.*** Travel to workshops where new specialist techniques are to be taught may be funded in special cases: these require a strong and well supported argument clearly indicating how this training will benefit the timely submission of the student's thesis.

Competition for these awards is intense and there is no guarantee of success. The amount awarded will be subject to the Dean's discretion. The maximum award values for the 2004 round are:

Australia/New Zealand	up to \$2,000
Indonesia/Papua New Guinea/Pacific Islands	up to \$3,000
Other overseas destinations	up to \$5,000

Applications must be submitted on the official application forms, which are available from the Scholarships Office, UQ Graduate School, Cumbrae-Stewart Building, (phone: 3365 4838) or downloaded from [www.uq.edu.au/grad-school/index.html?id=11895](http://www.uq.edu.au/grad-school/index.html?id=11895)

### Eligibility

- Applicants must be enrolled (full-time or part-time) for a PhD or MPhil degree at UQ.  
**Note:** candidates must be confirmed – there are no exceptions.
- Applicants who have previously held a GSRTA are not eligible to apply.
- Applicants in their first full-time equivalent year of candidature are not eligible for these awards.
- Awards will not be made retrospectively.
- Applicants are ineligible if they are already undertaking the travel at the time of the application closing date.

The selection committee will consider the applicant's work during the entire postgraduate career and the extent to which this period of research will speed up the progress towards thesis submission.

For further information see <http://www.uq.edu.au/grad-school/index.html?id=11895>

## ASSIGNMENT OF INTELLECTUAL PROPERTY (IP)

All new students entering the IMB will be asked, as a condition of enrolment in an IMB program, to assign their IP to the University of Queensland by signing the "Deed" which will be provided at the time of applying for admission as a Research Higher Degree Candidate.

### What is IP and why is it relevant to you?

- As defined in the Deed, IP is any invention, discovery or idea you may have, or participate in, as part of your research work.
- If you are the inventor or part of a team of inventors you have a vested interest in the IP of the invention.

- Your IP could form the basis of patents and copyright agreements, and could be used to attract investment from industry for its development, perhaps resulting in future financial returns.
- The IMB and the University have to manage research outcomes pro-actively in order to protect IP and to facilitate its development. To do this effectively it is best to secure IP even before it is created and with the knowledge that not all IP generated will be of commercial interest.

### **Why do we ask you to assign your IP to the University?**

We ask this for several reasons:

- All employees of the University, including your Advisor and other lab members, have automatically assigned their IP to their employer, the University. We want students to have exactly the same status as everyone else working in research in the IMB. We want all to share common goals and benefits.
- Most students will work as part of a laboratory group, with a Advisor and colleagues, therefore it is rare for one individual to solely generate the IP for an invention or idea. By having everyone assign their IP to the University it can be developed as a single entity simplifying management of IP protection, partnering and commercialisation.
- In order to develop research, the IMB must maintain an investment-friendly environment. The IMB and the University invest heavily in research and they may seek to attract venture capital and other financial backing from industry and other outside sources. Investors favour IP that has been secured and protected rigorously. This is best achieved when it is owned and managed by a single entity.

### **Is it to your advantage to assign your IP to the University?**

- IP is of little practical value unless it is protected and developed through all of the necessary legal and commercial channels. Few individuals have the expertise or the financial resources to successfully patent and develop IP (legal and development costs are substantial). By assigning IP to the University you become eligible to benefit from resources of the IMB's commercialisation enterprise.
- You still have a stake in your IP. By assigning it to the University you will be treated identically to staff members in the sharing of financial benefits that may be gained from commercialisation.
- You will be eligible to work on IMB projects and this may include projects that are likely to generate IP or those in the early stages of commercial development.

### **Ensure you are fully informed before making any decision to sign the deed of assignment**

You should understand the conditions of the deed and be aware of its implications prior to signing and joining the IMB. In making your decision you may wish to seek independent legal advice through the Student Union Legal Service (ph 3377 2238) or your own independent adviser.

### **Where do I find more information on IP?**

Information on IP and related University policies is readily available at the following website: <http://www.uq.edu.au/research/orps/index.html?id=4840>. We strongly recommend that you obtain this information prior to signing the deed. The IMB will provide you with a copy of the relevant sections of The University of Queensland's Intellectual Property Policy upon request.

**Please note:** Students working on a commercial project that has ties to a third party may be asked to sign a different document. Contact your Advisor or IMBcom find out whether this applies to you.

<p style="text-align: center;"><b>STUDENTS OF THE INSTITUTE FOR MOLECULAR BIOSCIENCE ASSOCIATION (SIMBA)</b></p>
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### **What is SIMBA?**

The Students of the IMB Association, or SIMBA, is our in-house postgraduate student society run by students for students. One of the prime roles of SIMBA is to organise social events that bring students together from all areas of research within the IMB, allowing students from the different Divisions to meet and interact as a cohesive group or "student body". Previous social events have included breakfast, lunch and dinner barbeques, movie nights, ten pin bowling nights and an afternoon of socialising and competing at a lawn bowls club.

The other main role of SIMBA is performed through its elected committee. The SIMBA committee comprises three postgraduate students, elected at the Annual General Meeting by the IMB student body. All students are eligible and encouraged to become members of the SIMBA committee although there are many other ways you could help the society without taking on an official role. The SIMBA committee actively interacts with staff and Group Leaders of the IMB and acts as your representative at a number of institutional meetings, in order for you to have input into the running of the Graduate program and other initiatives that impinge on student issues.

SIMBA publishes a monthly newsletter, *SIMBA/ize*, to keep you informed of coming events and relevant issues. The editorial team of the newsletter still has open positions for ambitious individuals looking for a creative outlet in a world of scientific rigor.

SIMBA is a student association, affiliated with UQ Union Clubs and Societies, which aims to make the postgraduate student experience at the IMB socially and professionally satisfying.

### **Eligibility?**

Any student affiliated with the IMB is eligible for membership in SIMBA. Students can be enrolled with the University of Queensland directly through the IMB or students may be collaborating with the researchers of the IMB to qualify for membership. Any involvement with the IMB is sufficient. It currently includes PhD students, MPhil students, Honours students, 3<sup>rd</sup> year undergraduate scholarship students, visiting scholars and Research Assistants.

### **How do I join?**

To join simply pay a single yearly fee of \$2.00 to any of the current SIMBA executive committee members. New members may join SIMBA at any official event. *SIMBA/ize* and event reminders are distributed via the "IMB Announce" email.

### **Who is on the 2003-2004 SIMBA Executive Committee?**

Fred Martinson	President	Koopman Lab	<a href="mailto:f.martinson@imb.uq.edu.au">f.martinson@imb.uq.edu.au</a>
Grant Challen	Secretary	Little Lab	<a href="mailto:g.challen@imb.uq.edu.au">g.challen@imb.uq.edu.au</a>
Manual Plan	Treasurer	Craik Lab	<a href="mailto:m.plan@imb.uq.edu.au">m.plan@imb.uq.edu.au</a>

## CSIRO STUDENTS

IMB shares the Queensland Bioscience Precinct (QBP) with CSIRO. The CSIRO Plant Industry and Livestock Industries divisions share a common interest and technological base with IMB in the molecular biology and genetics of complex organisms, and the presence of Livestock Industries as the major CSIRO component reinforces mammalian biology as the key point of intersection with IMB. Exploring and developing this intersection is both an obvious opportunity and an important strategic responsibility.

Work has commenced in this area with a CSIRO Livestock Industries (CLI) and IMB Liaison Committee exploring joint appointments across the two organizations in the area of comparative mammalian genomics, the joint development of an AccessGrid node for the Precinct, shared use of computational resources, and the promotion of the formal association of CLI students with the IMB Graduate Program.

In line with this, CSIRO Livestock Industries and the IMB have already agreed to offer joint research projects and have committed funds for 3 joint CLI/IMB PhD Scholarships for 2004/2005.

Given the clear scientific overlap between the research interests of CLI and the IMB, it is planned that a number of new CLI students will look for associate supervision from IMB Group Leaders and will enrol for their postgraduate studies through the IMB at UQ. This will not only provide them with in-house administrative support for their degree and all the assets (both intellectual and social) that the IMB program has to offer, it will further promote collaborations between the two organisations. It is envisaged that both students and organisations will benefit enormously by sharing the full range of expertise and facilities that the QBP has to offer.

Jointly supervised CLI/IMB research higher degree students will participate in and have access to:

- Both organisations safety induction programs
- Both organisations graduate programs E.g. seminar series, IMBcom workshops, ethics workshop etc
- IMB Graduate Student Travel Fund support
- Membership in SIMBA
- Normal government funded scholarship opportunities e.g. APA/UQPRS/GSS and CLI full Scholarship and if ineligible or unsuccessful in any of the latter, then students may apply for one of three IMB/CLI jointly funded scholarships

Any variations to an individual students' graduate program as set out by CLI and the IMB will be negotiated between the CLI Principal Advisor and the IMB Postgraduate Administrator, with final approval resting with the IMB Postgraduate Coordinator. E.g. seminar attendance etc

Intellectual Property agreements will be negotiated with the student, UQ and CLI on a case-by-case basis.

For further information, CLI students should refer to the attachment *“Framework Agreement between CSIRO Livestock Industries (CLI) and the IMB for the joint supervision and IMB/UQ enrolment of postgraduate research students.”*

## **ROLE of the POSTGRADUATE COORDINATOR**

The Postgraduate Coordinator acts as a delegate of the Head of School in making academic, administrative and (in some instances) resource decisions across the range of disciplines covered by the IMB.

The Postgraduate Coordinator advises the Director on all postgraduate matters and has the responsibility for reviewing the IMB's postgraduate profile, formulating the Institute's postgraduate policies, establishing appropriate procedures for monitoring graduate student's progress, and assists in advising on facilities and appropriate levels of resources. The Postgraduate Coordinator must approve and sign nearly all documentation going to the Graduate School.

Professor Rob Capon is the current Postgraduate Coordinator. He has recently taken over the role from Associate Professor Jenny Stow who has been our Coordinator since the graduate program's inception in 2000. Her vision and drive together with that of the then Postgraduate Administrative Officer, Ann Day, shaped the program into its current form, providing the solid foundation from which it will continue to evolve.

## **ROLE of the POSTGRADUATE ADMINISTRATIVE OFFICER**

The Postgraduate Administrator Dr Amanda Carozzi, is the first port of call for all new students. She provides administrative support to the Postgraduate Coordinator and is the first point of contact for any administrative communications for students and the Graduate School. Amanda assists in administering all aspects of scholarship applications, admissions and enrolment, candidature change applications, confirmation procedures and progress reports.

She will also forward information to students from the Graduate School and other areas within the University on upcoming postgraduate workshops, seminars, scholarship opportunities, administrative deadlines and so forth.

If you need any advice relating to your candidature Amanda can be contacted via email [a.carozzi@imb.edu.edu.au](mailto:a.carozzi@imb.edu.edu.au) or ext. 62122. She is located on Level 4, Room 4.152.

Both Rob and Amanda are also available to discuss any matters, either personal or professional, which might be affecting your postgraduate studies.

### **Terminology**

The Graduate School website and most documentation during your candidature will refer to terminology that is more applicable to graduate students in the Faculties. The following terminology applies to the IMB:

“School”	Generally refers to a school within a Faculty but we are both a School and Faculty so when you see reference to this term it is always the “Institute for Molecular Bioscience”.
“Head of School”	Director, IMB or usually the Postgraduate Coordinator with delegated authority as per above.



## ADMISSION AND INDUCTION PROCEDURES

All new students are required to complete a formal orientation process in the first two weeks at the IMB. This process is initiated on your first day with a visit to the IMB Postgraduate Administrator and the Personnel Section. There are several components to the induction, and swipe access card and IMB email accounts will not be issued until appropriate staff and your Principal Advisor sign off all parts of the Induction Checklist.

There are 3 levels of induction for postgraduate students undertaking their research studies at the University of Queensland through the IMB.

1. The **first level of induction** involves meeting with the Postgraduate Administration Officer, Dr Amanda Carozzi and enrolling as a research higher degree student at UQ.

You will need to complete:

- a) *Application for Admission and Enrolment* form (unless you are a recipient of a UQ Scholarship or are an international student, in which case the university waives this form). You will need to provide an academic transcript as well as evidence of conferral or completion of degree and a current CV.
- b) *Proposal for a Research Project* form (all students must complete this form).

These forms can be downloaded from <http://www.uq.edu.au/grad-school/rhd-forms>

In addition to these two forms, the IMB must complete the *School Recommendation on an Application for Admission and Enrolment* form and lodge all three forms with the UQ Research Higher Degrees Office (RHDO).

After this has been received by the RHDO they will email you indicating you have been provisionally enrolled, pending approval from the Dean of Postgraduate Students, Professor Alan Lawson. The email will direct you to procedures for completing your enrolment via the Enrolment Guide at <http://www.sinet.uq.edu.au/doc/enrolmentguide2004.pdf> You will need to complete all of your personal information on mySI-net, including your address details, previous studies and language spoken at home.

You must also pay student charges by the due date. For 2004, your semester based Student Services Charge (SSC) is \$136 per semester. If you are an international student paying tuition fees, the SCC is paid for by your tuition fees.

At this point you are able to get a student card. These can be obtained from the UniCard Centre located in the foyer of the Duhig Library, which is found in one corner of the Great Court. It is best to take a copy of your confirming email with you for presentation at the counter.

**As the IMB is a secure building your photographic ID student card should be displayed at all times.**

You should also be issued with a student email account via which the Graduate School and the RHDO will contact you regarding all matters involving your candidature including Progress Reports (see later section in this Handbook) and fee payments. Information Technology Services will send you a separate letter with your username and password. It is important that if you are not intending to maintain this email account actively, you should forward all correspondence into your IMB email account. To set up this redirection please visit <http://www.uq.edu.au/cgi-bin/forward.pl> and follow the instructions.

2. The **second level of induction** involves procedures that are **mandatory** to everyone working and studying at the IMB. These procedures are required for obtaining a swipe access card to the building and an IMB email account. For this you must complete paperwork providing personal contact details and laboratory alignments as well as attending the **Occupation Health and Safety Session**. This session lasts between 2 and 2.5 hours and is currently held on Wednesday mornings from 10.00 - 12.30 pm. It is conducted by the IMB Safety Officer, Charles Nelson, or in his absence, one of the Floor Managers.

At this session you will also be introduced to the **IMB Orientation Manual**, which is available on the IMB computer database system known as DataDisc. The Orientation Manual provides comprehensive information regarding the Institute including, health and safety issues, standard operational procedures and computer facilities. All students and staff are required to familiarise themselves with the range of information that can be accessed there.

Following this session you will be asked to collect your IMB Laboratory Notebook for recording your research work from the IMB Level 4 Receptionist and have your photograph taken for the photoboard.

In addition, each month IMBcom and the Office of Marketing and Communication will conduct an induction for all new staff and students covering such issues as:

- Intellectual Property
- Laboratory Notebooks
- Commercial Intellectual Property value
- Inventorship
- Role of IMB Marketing and Communication
- An introduction to IMB corporate branding and its use in research presentations

**If new students do not attend any of the Institute-wide inductions, access to the building may be terminated.**

3. The **third level of induction** involves meeting with the Postgraduate Administration Officer, Dr Amanda Carozzi to discuss the specifics of the IMB graduate program as well as your university requirements as a UQ student. Matters to be discussed include:

- a) The IMB Graduate Program
- b) Students of the Institute for Molecular Bioscience (SIMBA)
- c) Intellectual Property
- d) Thesis Committee
- e) Confirmation of Candidature
- f) Annual Progress Reports

## SCHOLARSHIP - ACTIVATION OF PAYMENTS

During the first phase of induction the Postgraduate Administrator will provide the following paperwork for your completion and submission:

### **UQ administered scholarships**

If you have been awarded a **UQ administered scholarship**, (APA, IPRS, UQPRS, UQGSS, Dora Lush) then you will receive the following paperwork directly from the Graduate School:

- Certificate as to Date of Commencement
- Stipend Claim Form
- Method of Stipend Payment Form

These are to be completed and handed to the IMB Postgraduate Administrator who can sign the Certificate as to Date of Commencement form and submit all three forms to the Scholarships Office. The Scholarships Office then sends advice back to Ms Barbara Clyde, IMB Personnel Manager or Joanne French, Personnel Assistant for administrative processing.

### **Scholarship from a non-UQ administered**

If students have been awarded a **scholarship from a non-UQ administered** funding body, (e.g. Rotary) see Amanda as you will need to deal directly with the IMB Finance Officer, Ms Angela Gardner and the IMB Personnel Manager, Ms Barbara Clyde.

### **IMB Scholarship or stipend**

If students are receiving a stipend from their Group Leader/Principal Advisor or an IMB Scholarship they will need to complete the following forms and submit them to the IMB Postgraduate Administrator:

- Commencement of Duty
- Method of Stipend Payment
- Scholarship Taxation Exemption Authority

## THESIS COMMITTEES

### **What is the Thesis Committee?**

A Thesis Committee, consisting of a minimum of Principal Advisor, Associate Advisor and two other academics (one in a related field eg. from within same Division or similar UQ Department and one from another field eg. from another Division or UQ Department), will be assigned for each postgraduate student, enrolled through IMB, and will travel with that student throughout their candidature.

The Thesis Committee is intended to provide a more global perspective for the project and to provide a broader base for guidance and advocacy for students. The role of Thesis Committee members is not to subvert the direct supervision of a project but to provide measured scientific advice/observation about the project and to be available for discussion of the work, either casually with the student or more formally as a Committee. Thesis Committees will help the student in several ways; eg. By broadening the students' contact with, and feedback from, members of the academic staff; by providing access to a wider group of individuals able to act as well-informed referees for future applications for fellowships / postdoctoral positions.

The Thesis Committee will meet formally with the student for confirmation of candidature (after 12 months for PhD students, 6 months for M Phil students) and thereafter for advice and assessment of progress towards completion of the thesis and the degree. The Thesis Committee may also be convened at the inception of candidature to help develop the PhD project. The Postgraduate Administrator should be present at each student's confirmation.

### **How is the committee selected?**

Members of the Thesis Committee are selected after consultation between the Principal Advisor and student.

#### **1. Nomination of the Associate Advisor**

An Associate Advisor should ideally be selected within 3 months of commencing postgraduate studies. The Associate Advisor should be located close enough to have regular contact with the student, should have a working knowledge of the experiments and should be able to step in and take over supervision of the student's work in the prolonged absence of the principal advisor. The Associate Advisor could be a senior postdoctoral scientist within the lab, or a close collaborator. In some instances Associate Advisors might be appointed strategically to cover situations where students are working in two locations or off-site.

#### **2. Selecting two Thesis Committee members**

The Thesis Committee will formally assess the student's progress on an annual basis. Bearing this in mind, Thesis Committee members will normally be from the local area. It is suggested that you chose one academic from a closely related scientific field who will have a clear understanding of the work. (Eg from the same Division within the IMB or a collaborating group) and one academic from a disparate field who can provide a more global or entirely different view of research. Such appointments, we hope, will additionally serve to educate academics about each other's scientific interests and to forge links between programs and with departments. Don't hesitate to choose someone from a completely different field.

## CONFIRMATION OF CANDIDATURE

Most research higher degree candidates at the University of Queensland are initially admitted as 'provisional' candidates.

**Confirmation of candidature is a critically important moment in every research higher degree candidature for:**

- The academic development of the candidate
- Reviewing of resources
- Quality assurance for the University.

You will receive written advice as to what is required of you to meet the standard expected in order to achieve confirmation. The Graduate School forms can be downloaded from <http://www.uq.edu.au/grad-school/rhd-forms>. The following information is designed so that you will be able to understand the procedures and the criteria used by the IMB.

### Guidelines for Confirmation of Candidature

These guidelines below outline the principles and the broad processes that must be followed including information on the timing, the format, and the expectations of scope, quality and amount of work to be presented for the assessment of candidature. The confirmation process is not only designed to examine the appropriateness of the research question and the ability of the student to address this but also is a time to thoroughly examine plans for the remainder of the candidature and the resources required to achieve these. The procedure is intended to assist candidates to complete their studies in an appropriate timeframe and to identify any problems that may interfere with satisfactory progress. Although the process is a formal and rigorous one, it is aimed to assist students in achieving their goals.

#### • **Timing**

Confirmation of candidature is usually considered at the end of the first year of full-time study for PhD students, and the first 6 months of full-time study for MPhil students. Confirmation must occur within 15 months for PhD students, 8 months for MPhil students, of the start of candidature. If for any reason that cannot occur, the IMB must approach the Graduate School for an extension of provisional candidature.

#### • **The Confirmation Process**

The confirmation of candidature process consists of 4 components leading to a recommendation on candidature to the Dean of Postgraduate Students.

1. A written, formally presented, document known as the Confirmation Report.
2. An oral presentation.
3. An interview with the Thesis Committee, which acts as the Confirmation Committee.
4. Written feedback to the candidate and the advisory team.

#### **1. Confirmation Report**

A written report is to be prepared by the student, in consultation with the advisor, prior to the confirmation meeting. This document must be circulated in its final form to the Thesis Committee members at least 7 days prior to the confirmation meeting. The document should be 'publication or thesis quality', i.e. neatly formatted, correct spelling and grammar, figures fully described in figure legends; citations where appropriate, full bibliography etc.

The document should consist of:

- **A literature review of your topic.** This should be comprehensive and constitute a significant portion of your ultimate thesis (preparing this at the end of the first year will help you when it is time to write or compile your final thesis). You may include diagrams, ideally original ones but diagrams borrowed from books or papers must be fully cited. This section should be approximately 10 pages in length with citations of relevant literature throughout and a bibliography at the end using a common journal format for references (use one listing all author names and full paper titles, e.g. JCB).
- **Aims and significance of your project** (1/2 page).
- **Summary of work to date.** This should include brief descriptions of techniques/methods you are using with some commentary on the relative success or difficulties experienced; any data should be written in the format of a "Results" section of a paper, i.e. with a short written description of the findings, figures and figure legends. You can also include a short commentary on the significance of these findings but a detailed 'Discussion' is not needed at this stage. The length of this section will vary depending on the type of project, but should be in the order of 3-10 pages including figures.
- **A summary or plan for the remainder of your thesis work** (1/2-1 page). This should be prepared in consultation with your advisor and will be further discussed at the meeting. It should be sufficiently detailed with a timeline to provide a clear picture of your intended experimental schedule until your time of completion.
- **Consideration of resources.** In essence, this should review the skills you have already obtained; the skills and resources that are needed; and how, where, and from whom they are to be obtained.

The written document should be read and assessed by the Thesis Committee who will provide feedback to the student during the interview, which will be reflected in a written report provided by the Chair to the student after confirmation.

The Confirmation Report will be assessed on:

- Scientific writing style
- A logical presentation of sequence of ideas
- Demonstrated understanding of significance of project
- Clearly presented data with appropriate interpretations
- Feasible timeline for future work
- Adequate consideration of resource requirements

## **2. Oral Presentation**

The oral component should be presented in a public forum in which the candidate is given the opportunity to obtain feedback and advice from as many members of the IMB as possible. Normally the confirmation presentation should be scheduled within a Divisional meeting. An open invitation should be extended to all relevant staff and students.

The student will give a 30 minutes oral presentation of their work. This should be considered a formal component, with a well-prepared power point (or equivalent) presentation following the same format and content as the Confirmation Report, i.e. slides should cover a brief introduction to the topic, the aims of the project, the work to date and the future plan.

The presentation should be followed by question time: This gives valuable training in oral presentation and discussion of academic work, which is an essential attribute of all research higher degree graduates.

The Thesis Committee will be in the audience for this presentation and, if possible will hold a confirmation meeting with the student directly afterwards. If this is not convenient to all committee members, it is possible to conduct the interview at a later date.

### **3. The interview at the Confirmation Meeting**

In the confirmation meeting there will be no additional short talk following the oral presentation, but the project and written report will be discussed. The Thesis Committee will then interview the candidate and advisory team together and then each of them separately.

The interview provides an opportunity for the Thesis Committee to review:

- The composition of the advisory team and the roles of each of its members; if an associate advisor has not already been appointed, one must be nominated at this time;
- The human, financial and physical resources needed to bring the project to a timely and satisfactory completion. The basis for this discussion will be the resources section of the written component;
- The feasibility, scope, originality and planned duration of the project in relation to the degree for which the candidate is enrolled. Where confirmation is being considered after an extension of provisional candidature, the timetable must be given particular attention.

### **4. Written feedback to the candidate and the advisory team.**

The nominated Chair of the Thesis Committee (any member other than an advisor) must coordinate the production of a written report that summarises the strengths, achievements and developmental needs of the candidate, and offers suggestions towards the successful completion of candidature.

The report should be circulated to all thesis committee members for their endorsement then forwarded to you – usually in the form of an email. Even in the case of a "successful" confirmation process (where the recommendation is to confirm immediately), this is still a necessary and appropriate record of what has been achieved, of the decisions that have been made or affirmed about resources, and of the scope and overall direction of the project. This feedback is also useful if changes of direction in the project or in the composition of the advisory team are contemplated or required in the future.

#### **• Recommendation**

In the majority of cases the Thesis Committee will make a recommendation to the IMB postgraduate coordinator to confirm candidature, but the Thesis Committee also has the power to recommend extension or in rare cases, that the candidate withdraw from the program.

It is important that the recommendation to confirm the candidature of a research higher degree student be a collective decision reached by a group beyond the advisory team, although this group will, of course, take advice from the advisory team. There are two reasons for this. First, the composition of the advisory team itself is one of the important matters that are reviewed during the confirmation process. Second, and more importantly, the advisory team guides research higher degree candidates on behalf of the IMB through which they are enrolled for a degree that is awarded by the University. The decision to confirm candidature must therefore be a collective one in which all parties affirm their support for the candidature and for the project upon which it, and the thesis to which it will lead, is based.

- **Extension or Termination**

If the Thesis Committee cannot recommend immediate confirmation, the school postgraduate coordinator may recommend that the **period of provisional candidature be extended** to a specified date (normally for a period of 3 months FTE; but periods of up to 6 months may be more appropriate in certain cases). Such a recommendation **must** be accompanied by a copy of the clear written advice to the candidate outlining why candidature cannot be confirmed at this stage, what is required to achieve the appropriate quantity and quality of work, and the date by which it must be presented to the Thesis Committee for consideration.

A recommendation to extend provisional candidature for a second period (maximum 3 months FTE) **always** requires a strong written case from the school postgraduate coordinator that sets out both the extraordinary circumstances that have lead to the need for a further extension **and** an explanation of why the school believes the candidate is capable of fulfilling the written expectations set out in the Thesis Committee's advice.

If the Thesis Committee cannot recommend confirmation after a second extension of provisional candidature, the appropriate recommendation is to ask the Dean to **terminate** candidature.

This will **not** be approved unless it can be shown that the candidate:

- Has been given clear written advice that their progress and performance have been unsatisfactory;
- Has been given clear, explicit and reasonable written advice about how satisfactory progress and performance may be achieved; and
- Has not reached the standard set out as necessary for confirmation of candidature.

If confirmation has not been achieved after 15 months (FTE) of provisional MPhil candidature or after 24 months (FTE) of provisional PhD enrolment, candidature **will be terminated automatically**.

- **Confirmation of Candidature: Appeals and Grievances**

Should a candidate wish to appeal the outcome of the confirmation process, the normal grievance and appeal process that applies to all research higher degree matters is available. Check the Graduate School website for further information.



## PROGRESS REPORTS – ANNUAL REPORTS

Research higher degree candidates are required to submit a detailed annual report each June (and in some cases a shorter interim report in November), which outlines the progress of their work to date and the work that is planned for the next year. This is a requirement of both the University and of the IMB.

The *Annual Progress Report* form is sent electronically to each student directly from the Research Higher Degrees Office via your student email account, which is why it is important you redirect your student account.

As part of the *Annual Progress Report* form, each student must complete sections outlining actions that were intended for the year passed, what was achieved, what happened instead and what went wrong. You are also asked to comment as to whether any difficulties experienced have been resolved. This report is then given to your Principal Advisor who makes a specific comment on progress over the year and ticks appropriate boxes. The candidate is entitled to read the Advisor's comments and is required to sign that they have done so. The candidate also has an opportunity to reply to such. The form is then printed and signed by both the Principal Advisor and the student and then passed to the Postgraduate Administrative Officer. The Postgraduate Coordinator then completes a form to accompany each progress report, commenting on any unresolved issues and actions in place to addresses these. Both forms are then lodged with the Graduate School.

Progress reports constitute a major method of monitoring student progress. They provide an opportunity for the student, Advisor/s and the IMB to review and evaluate progress on the project. They also provide the IMB Postgraduate Coordinator and the Dean of Postgraduate Students with indications of difficulties in candidature. For these reasons, progress reports must be completed with candour and with care.

## PREPARATION AND PRESENTATION OF THESIS

At the end of 2003, the UQ amended its policy on research thesis format, allowing for the inclusion of original reprints of published paper(s), which can now be directly bound into the thesis or inserted as a photocopy.

The manuscripts must, however, be accompanied by a clear statement by the student and Principal Advisor indicating the contribution by the student to the publication. This policy change has the advantage that it not only allows an appreciable reduction in “writing up” time for many students but also reinforces the importance of collecting publishable data.

The information listed below is largely taken directly from the Graduate School web page, which outlines current format requirements.

Further information can be found at <http://www.uq.edu.au/grad-school/index.html?page=13971>

### The PhD or M Phil Thesis

A research higher degree thesis is the material form of a sustained program of research that has produced original findings. The thesis is the evidence upon which examiners evaluate the quality of the research, the candidate's ability to communicate the significance of the research, and the candidate's ability to work as an independent researcher.

## **Publication of higher degree research work prior to thesis completion**

Research higher degree candidates at the University of Queensland are strongly encouraged to publish the results of their research. In a great many cases, some of the research will be published (or accepted for publication) before the thesis is submitted. Where their published work contributes directly to the argument and supports the findings of the thesis, candidates are also strongly encouraged to incorporate relevant portions of the published material into their thesis. Prior publication (or acceptance for publication) may provide an indication to the examiners of the quality and originality of the research in the thesis, but it does not pre-empt the judgement of examiners: it is neither a criterion nor a guarantee for passing a thesis. An acceptable research higher degree thesis will always be more than the sum of several published papers.

Peer reviewed papers that:

- Have been published (or accepted for publication) during candidature and
- Contribute to the argument of the thesis and
- Include work that is substantively the candidate's (typically the candidate will be the primary contributor and the first or a major author on these publications).

May be incorporated into a thesis in several ways:

- Passages from published papers can be transferred directly (or in appropriately edited form and referenced) into one or more chapters of the thesis.
- A published paper or an accepted manuscript can form a single chapter (or several papers may form successive chapters) without any editing.
- An original reprint of the paper(s) can be directly bound into the thesis or inserted as a photocopy (where paper size of the reprint differs from that of the thesis).

**Work carried out or submitted for publication prior to the beginning of candidature cannot be included in the thesis.**

## **The Contribution of Others**

Where papers being used as part of the thesis have been jointly authored by the candidate (supervisor) and others, the nature and extent of the candidate's work must be precisely identified for each paper at the end of the Statement of Originality (e.g. to the extent of identifying which figures or passages of text represent the original work of the candidate).

The nature and extent of the intellectual input by others to the work reported in the thesis (whether otherwise cited or not) must be clearly delineated and acknowledged in the Statement of Contribution by Others. The candidate and the Principal Advisor, who must certify that all co-authors have provided their consent for the inclusion of the paper in the thesis and that the co-authors accept the student's contribution to the paper as described in the Statement of Originality, must sign these two statements.

Where **copyright** has been assigned to the publisher, permission may need to be sought to reproduce the work in the thesis or to display the thesis on a website.

Where published papers are being included as all or some of the results chapters in a thesis, the minimum requirements for the rest of the thesis are as follows:

1. Inclusion of a substantial Introduction/background chapter that is written for the thesis by the candidate as an original piece of work. This should contain:
  - a. the aims and overall design of the candidate's research project,
  - b. an independent and original review of pertinent literature (this must be entirely the candidate's own work).

This introduction should contextualise the candidate's project and research question in relation to the present state of knowledge in the field, and (where appropriate) to key debates in the discipline and/or to social, cultural, or policy contexts.

2. Chapters throughout the thesis must be organized in a logical and cogent sequence, presenting the main findings of the thesis. Where published papers are used as chapters further expansion of aspects of published papers such as more comprehensive descriptions of methodologies or statistical treatments is encouraged through the use of appendices or additional text in a chapter.
3. An independent and original general discussion that is entirely the candidate's own work, which integrates the most significant findings of the thesis and presents the needs and prospects for future research.
4. A bibliography set out in an accepted comprehensive journal style.

All of the candidate's relevant published work and presentations should be listed, with the bibliographic citations, following the *Statement of Contributions by Others* under the heading **'Publications by the Candidate Relevant to the Thesis'**.

If work published by the candidate during candidature is ancillary to the thesis and does not form part of it, the publications should be listed following the *Statement of Contribution by Others* under the heading **'Additional Publications by the Candidate Relevant to the Thesis but not Forming Part of it'**. Work undertaken and published prior to candidature cannot be included in the thesis.

Candidates must write clearly and concisely: theses must be written in a style and format that is consistent with the conventions and best practice for scholarly communication in their field of research. It is in the interests of neither the candidate nor the examiner for a thesis to be longer than it needs to be. Candidates should write in such a way that the work in the thesis might be readily edited into papers to be submitted to quality journals in the field; in some cases, the thesis as a whole may be submitted to a book publisher. In either case, long-windedness and repetition will make publication less easy to achieve.

The University sets upper limits on the length of research higher degree theses with 80,000 words for a PhD, and 40,000 words for an MPhil thesis. Students enrolled in the PhD program prior to Semester Two, 2003 are subject to an upper limit of 100,000 words. These upper limits may be exceeded only in exceptional cases where written approval has been given by the Director of the Graduate School on application from the candidate with the strong support of the principal advisor and the IMB Postgraduate Coordinator. The Thesis Abstract should be at least 300 but no more than 700 words.

### **Order and Format of Content**

The first page of the thesis must carry the *thesis title (and any subtitle)* followed by:

*A thesis submitted for the degree of Doctor of Philosophy (or Master of Philosophy) at The University of Queensland in {month} {year}*, the candidate's name and school.

A box (6 x 8 cm) must be printed in the middle of the first page for the certification stamp and signature to be inserted. The pages following the first page must be headed and ordered as follows:

- Candidate's Statement of Originality, incorporating Candidate's Statement of Contribution to Jointly-published Work; and Statement of Contributions by Others. Both the Candidate and the Principal Advisor must sign at the end of the three statements.
- Acknowledgements
- List of publications and presentations (subheadings if appropriate: 'Publications by the Candidate Relevant to the Thesis' and/or 'Additional Publications by the Candidate Relevant to the Thesis but not Forming Part of it').
- Abstract
- Table of Contents
- List of Figures & Tables
- List of Abbreviations
- Main text of the thesis
- Bibliography or List of References
- Appendices

## **Text Pages**

The thesis must be printed on both sides of the paper with the sole exception of non-standard page sizes (e.g. some maps) or illustrations on photographic paper. As far as possible, the thesis should be free of blank pages. Good quality paper of adequate thickness (90 gsm) must be used. The archival copy must be printed on acid-free paper.

Line spacing of at least 1.5 and 12 pt font are required. All pages of the main text must be numbered consecutively. The left margins should be no less than 30 mm, the right margins should be no less than 20 mm, and top and bottom margins no less than 20 mm to allow for binding and trimming.

## **Tables, Diagrams and Figures**

Tables, diagrams and figures must be inserted in the text as soon as possible after the first reference to them in the text. Captions for tables must be inserted above the table; legends to figures must be placed below the figure. For large figures, which occupy the whole useable area of a page, the legend may be inserted at the base of the page facing the figure.

If a table, diagram, or figure needs to occupy 2 pages, then these pages should face each other. If a still larger size is needed for a map or diagram, the large illustration should be folded and securely bound into the back of the thesis so that when opened it can be read or viewed conveniently. The left hand margin should be at least 30 mm.

The use of good quality printing techniques for production of archival (final) copies will allow reproduction of both black-and-white and colour photographs on normal text pages. However, if it is necessary to include original photographs, these must be firmly bound into the thesis (if full page), or securely glued onto text pages. In special circumstances, where a thesis includes a large number of photographs or electron micrographs cited at various places in the text, figures may be bound into a separate volume with the permission of the IMB Postgraduate Coordinator.

## **Bibliography**

Any source from which information is derived must be clearly, concisely and accurately cited in any scholarly work. There are no University-wide rules for the form of citation of references, although many schools and some professions prescribe a style appropriate to that field of research. A candidate must cite in the bibliography all sources from which information is derived and all works quoted or referred to in the text or notes to the text.

The style adopted must be followed consistently and should be established early in the preparation of a thesis to avoid time-consuming editorial work at final manuscript stage. Where the candidate's school has not prescribed a style, advice should be taken from the principal advisor.

Details on citation styles are available from the University Library and listed in a range of 'Use Its': for more details see <http://www.library.uq.edu.au/useit/>

The minimum bibliographic citation for books must include author(s), title, edition (if other than first), place of publication, publisher, date of publication and page span. The citation for periodical articles must provide at least author(s), title of article, name of periodical, volume number, part number (if volume is not paginated continuously), date of publication and page span. In some fields of research more detailed citation may be required, and candidates should consult their advisors on this matter.

The full name of the periodical should be used, details of the full names can be found in the following sources:

- <http://www.public.iastate.edu/~CYBERSTACKS/JAS.htm> or in hard copy: L.G. Alkire, Jr. & C. Westerman-Alkire: Periodical title abbreviations, 12<sup>th</sup> Edition, Gale Group, Detroit, 2000.

Citation of electronic or digital sources must include date accessed, or in the case of TV or radio material, date broadcast.

The use of bibliographic management software such as Endnote is encouraged for the creation of the bibliography as it allows you to format your bibliography in multiple citation styles. For more details on Endnote go to <http://www.library.uq.edu.au/faqs/endnote/>

### **Editorial Quality of Examination Copies**

Before producing and submitting copies of a thesis for examination, the candidate must ensure that:

- All typing and other errors of fact and presentation have been corrected; and
- The spelling, grammar, punctuation and choice of language are of doctoral or research masters standard (as appropriate); and
- The bibliography is complete, accurate, and appropriately referenced; and
- References, citations, and bibliography conform to a scholarly style (referencing system) widely accepted in the field of research.

### **Thesis Submission**

**Physical Qualities of Examination Copies - Three (3) examination copies (temporary bound) of the thesis must be submitted to the Theses Office.** If an oral examination is scheduled, five (5) examination copies must be submitted to the Theses Office. A high standard of presentation is required. Candidates are encouraged to use a good word-processing or desktop publishing package combined with a high quality printer to ensure that presentation of text and any illustrative matter is both clear and attractive to the reader. The size of the examination copies may be A4 (297x210 mm), B5 (250x176 mm), or US Quarto (279x216 mm). Copies submitted for examination must be strong enough to withstand multiple handling and postage and must be bound in temporary (Fastback) binding.

**Stapled, spiral, comb- or wire-bound examination copies are not acceptable and will be returned.**

### **Prior to Submission**

One month prior to submission, candidates should inform their Postgraduate Administrator and the Theses Office of their intention to submit, by completing a *Notice of Submission* form. This form does not need to be signed but can be emailed directly to the Theses Office. You should copy this email to the Postgraduate Administrator, as this will prompt Amanda to send your Principal Advisor the pre-examination form, whereby examiners are nominated.

Candidates who require a **confidentiality agreement** should have the *Pre-Examination Form (Confidential)* completed and signed by the Postgraduate Coordinator. Ideally, this should be completed and lodged several weeks prior to submission of the thesis as examiners are required to sign and return a Confidentiality Agreement before being sent the thesis for examination. This can cause lengthy delays if examiners are not nominated prior to submission.

The Postgraduate Coordinator (often with the assistance of the Principal Advisor) will seek agreement from potential examiners to provide reports to the Theses Examination Office within 8 weeks of receipt of the thesis for PhD examinations and 4 weeks for MPhil examinations.. Heads should check with examiners to ensure there is no conflict of interest with the student, advisor, or approach to the topic.

Candidates should note that examiners have the right to anonymity if they so wish. A candidate should not be informed of the identity of examiners, but has the right to state that he or she would not wish any particular individual to act as their examiner.

**The above forms located at <http://www.uq.edu.au/grad-school/index.html?page=9221> are required either before or on the day of submission.** Failure to observe these procedures can unduly delay the examination process.

## THESIS EXAMINATION PROCEDURES

### The Thesis Examination

<http://www.uq.edu.au/grad-school/index.html?page=9247>

The proper examination of Research Higher Degree Theses is a key element of the University of Queensland's commitment to quality outcomes for its graduates. The external examination of theses with formal written reports, which are both evaluative and formative, provided by each examiner (through the University) to the candidate are distinctive features of the assessment of higher degrees in Australian universities.

The thesis examiner assures quality to the university and to the research community and adds pedagogical value to the research experience of the candidate. The examiner has several roles:

1. to ensure that the work is of high quality;
2. to benchmark the work against standards that apply in other leading institutions;
3. to assure the University that the work complies with the appropriate research protocols in the field of study;
4. to certify that the work in the thesis is original;
5. to provide an expert written response to the candidate's work that indicates not only its strengths and weaknesses, but also makes suggestions for further research and for its publication.

The examination process is also an important part of the dissemination of the university's research, and the examiner has a key function in "admitting" the candidate into the international community of scholars. Examiners can assist the candidate in bringing the work to publication and even in getting jobs - they may act as referees or sponsors.

The examining panel should, collectively, possess the following characteristics:

1. Examiners should have research and/or professional expertise appropriate to the candidate's research topic;
2. Examiners shall have been active in research and/or scholarship within the last five years prior;
3. At least one of the examiners should hold or have recently held an academic appointment and be familiar with the standards of the degree;
4. The composition of the examining panel should not be unduly narrow in geographical, or institutional terms. Normally, no more than one examiner will be appointed from a single department, section, centre, or research unit.
5. The panel should, as a whole, cover the full disciplinary range of the thesis.

### Nomination of Examiners

Two to three months before the anticipated date of thesis submission the principal advisor(s) should (after consultation with the other members of the advisory team and the candidate) give to the postgraduate coordinator a list of four or five potential examiners. A candidate should express in writing any reservations about those potential examiners to the postgraduate coordinator.

1. When the candidate submits the *Notice of Submission* form the postgraduate coordinator should then select two examiners from this pool taking into account the criteria listed above and any concerns expressed by the candidate. The candidate **should not** be advised of the final selection.
2. Where the postgraduate coordinator is also the principal advisor, the head or an appropriate senior member of staff must be nominated to act as a substitute in all matters relating to the candidate's examination.

3. The postgraduate coordinator should then approach the chosen examiners to ascertain:
  - a. whether they are willing and able to examine the thesis within eight weeks of receipt
  - b. and that there are no actual or potential conflicts of interest.
4. The potential examiners should be sent a copy of the thesis abstract and table of contents so that they can make an informed decision about:
  - a. whether the thesis fits their expertise
  - b. whether they can examine in a timely manner
  - c. whether they have any potential conflict of interest.
5. If an examiner is not available, a substitute should be chosen from the pool, which may need to be expanded through further negotiations with the advisor and candidate.
6. No later than the time of submission, the postgraduate coordinator should send to the Theses Office, the completed and signed *Pre-Examination* form, nominating two external examiners and a Chair of Examiners.

### **Avoiding Conflict of Interest in the Nomination of Thesis Examiners**

It is crucial that all examiners act, and are seen to act, with integrity and in the academic interests of the institution and the discipline. It is therefore of fundamental importance that conflicts of interest be avoided. This can be dealt with in two ways.

1. Those who have a readily apparent conflict of interest should not be nominated as examiners.
2. All examiners should be asked to declare that they have no conflict of interest with the candidate, or the advisor/s, or the institution of either a personal, professional, or commercial nature.

Postgraduate Studies Committee shall, from time to time, promulgate guidelines to assist postgraduate coordinators and heads to identify potential conflicts of interest.

The following are examples of instances where there might be a presumed or perceived conflict of interest - there may be others. The following should not be nominated as examiners:

1. Someone who has had significant academic input into the work: for instance, anyone who has been an advisor (or associate) for any part of the candidature;
2. A co-author of any of the work included in the thesis;
3. A person who has had a close personal or a professional relationship with the candidate.

A close personal or professional relationship might be indicated if the person concerned was, during the period of candidacy,

- a. a postgraduate candidate,
- b. staff member,
- c. long-term visitor (i.e. more than 6 months), in the school in which the candidate was enrolled.

Prima facie, a conflict of interest might arise whenever a potential examiner has had significant interaction with the candidate. In this instance, joint publication or having worked together on a joint research project might indicate "significant interaction". In such cases, the potential conflict should be identified and addressed by the Postgraduate Coordinator.

### **Chair of Examiners**

At the same time as the Examiners are nominated, a Chair of Examiners shall also be nominated. In many cases, the Postgraduate Coordinator may perform this role, but where the thesis falls beyond their expertise, another suitable member of staff will be appointed.

The Chair will:

1. give advice to the postgraduate coordinator and (if necessary) the Director of the Graduate School on the examiners' reports;

2. check that the candidate has made corrections or responded satisfactorily to the issues raised by the examiners;
3. attend the oral examination and assist the Convenor in making a recommendation.

### **Oral Examinations**

A candidate may request to the Dean of Postgraduate Students that an oral examination be held, using the *Pre-Examination Form (Oral)*.

This should be completed after consultation with the head of school and at least 4 weeks before the expected date of thesis submission: approval is conditional upon the head of school's confirmation that the school is prepared to arrange the oral examination and bear the associated costs. Both examiners will participate in the oral (using teleconference or videoconference facilities where distance inhibits attendance by one of the examiners). Four copies of the thesis will be needed in the case of an oral examination.

Where an oral examination has been agreed to as an integral part of the examination process, the head of school should, at the time of submission of the thesis, advise the Theses Office of the names of the independent convenor and the chair of examiners who have agreed to participate. At this time, the date of the oral examination should be scheduled in consultation with the candidate, the examiners, the chair of examiners, and the Convenor.

Although the work embodied in the thesis is normally the sole basis for determining the award of the degree, an oral or practical examination may be recommended by the examiners or be required by the Dean of Postgraduate Students to clarify certain matters.

It is the school's responsibility to arrange the oral exam. It is also the school's responsibility to ensure that examiners' reports are received at least two weeks prior to the date set for the oral. Examiners are given 7 weeks to examine the thesis and must provide an interim recommendation on the award of the degree indicating questions to be put to the candidate. The candidate will be provided with all three reports in order to prepare a defence. All three reports will also be distributed to the convenor and examining committee prior to the oral. A final recommendation will be formulated after the oral examination.

In the case of adverse reports, the convenor, in consultation with the head of school should advise the Dean whether the oral should proceed. In preparing this advice, the head of school would normally take advice from other appropriate members of staff in the school. In the event of an oral not proceeding, a recommendation should be made by the examining committee to the Dean on the basis of the written reports.

### **Objectives:**

Objectives for oral examinations as part of the PhD examining process include:

- to test the comprehension of the candidate of the broad field of study;
- to clarify points either of principle or of detail in the thesis;
- to assess the contribution made by the candidate to the content and presentation of the thesis;
- to establish a firm deadline for the preparation of examiners' reports to decrease the time taken for the examining process;
- to provide an educationally rewarding and personally satisfying finale to the PhD candidacy; and
- to give the candidate the benefit of advice from visiting examiners.

### **Structure of the Oral Examination:**

Unless the Dean of Postgraduate Students, rules otherwise, the oral examination will:

- be convened by a nominee of the Dean of Postgraduate Students;



- be conducted by at least 2 examiners, normally the internal examiner and at least 1 of the external examiners. Absent examiners may forward questions to the internal examiner (but it will not be necessary for detailed responses to be returned to absent examiners), or participate by telephone conference;
- consist of a seminar, usually held in the School, of not more than one hour's duration covering the major parts of the candidate's work, followed by a closed session in which the examiners, with the convener present, will have discussions with the candidate for 1 to 2 hours; and
- conclude with a period of deliberation by the examining committee to reach a decision on the award of the PhD degree.

The principal advisor and Head of School will not be present at the closed session, but the head will be consulted and the principal advisor advised about the result to be recommended after the completion of the oral examination.

Candidates undertaking an oral examination will be expected to be articulate in English and to give a clear and concise account of their discoveries.

### **Role of the Convener:**

Normally, the convener, approved by the Dean of Postgraduate Students, will be from a Department or School other than the one in which the student is enrolled. The convener is a representative of the Dean of Postgraduate Students, who is authorised and required to:

- discuss with the candidate in advance, the nature of the oral examination, noting that candidates are expected to prepare their own defence;
- advise the candidate of the main issues to be raised by examiners before the examination observing, however, that examiners would have the right to ask other questions;
- assure the candidate that the examination is intended to be constructive and helpful;
- chair the closed session of the oral defence of the thesis;
- explain the proceedings to the examiners and the candidate;
- advise the candidate at the end of the session, on behalf of the Dean of Postgraduate Students, of the outcome of the examination;
- give the head of department the opportunity to append comments to the convener's report on the oral examination; and
- provide a report to the Dean of Postgraduate Students, outlining the procedures followed, the conclusions reached and advice given to the candidate.
- this report should be written at the conclusion of the oral examination and endorsed by the examining committee.

### **Thesis to be Examined Confidentially**

It is generally understood that theses are dealt with in a confidential manner by examiners in all cases. That is, it is not permissible for an examiner to make any use of the material in a thesis without due acknowledgment; to make copies or to show the thesis to others; or to make use of Intellectual Property contained in it.

There are cases, however, in which a greater level of legal protection is required either by the candidate or by a third party such as a funding agency or commercial partner because the thesis contains material that may be commercial-in-confidence, may give rise to a patent, or may be legally or culturally sensitive. These require a formal *Pre-Examination Form (Confidential)*. For further information see <http://www.uq.edu.au/grad-school/index.html?page=9459>

## SUBMISSION FOR EXAMINATION

All research Higher Degree students must submit three 3 Temporary bound copies of the thesis (5 copies ONLY in the case of an oral defence).

To organise your printing at UQ, first, you will need to pay at the Cashier, JD Story Bldg (Bldg 61). Temporary bound copies are \$6.60 each. This price includes GST and is for binding only. You are recommended to phone the Printery on ph. 336 54464 (customer quotes, and all other enquiries). Upon paying you will be given a receipt, which you will be required to present along with your completed order form to the UQ Printery. When the binding is complete, deliver the copies to the Theses Office to submit for examination. If submitting in person, you will be given a letter as proof of submission of your thesis.

**Note:** UQ policy states that examiners are invited to retain thesis copies. Please ensure that you request additional copies from the printery/bindery if you require copies for your personal use.

**DO NOT** forget to **SIGN** the declaration/statement of originality page in your thesis (**ALL copies**) **BEFORE** submission and get the Principal Advisor to do so for any statement on included publication.

### Likely Timelines

- Examiners have **2 months** (PhD) or **1 month** (MPhil) from *date of receipt* to examine your thesis
- Once 2 months has passed the These Office sends 2 reminders to the overdue examiner(s) a fortnight apart.
- If there is no satisfactory response, the Theses Office will then ask the *Head of School* to contact the examiner directly.
- If, after two weeks there is still no satisfactory outcome, the *Dean of Postgraduate Students* will contact examiner(s).
- Finally, if there is still no satisfactory outcome, the School will be asked to nominate another examiner.

### Possible Examination Outcomes

- No corrections – thesis can be permanently bound (once advised by the Theses Office)
- Minor Textuals – you have 2 months to complete these changes
- Revise passages – you have 6 months to complete these changes
- Revise and Resubmit – you must re-enrol and have one full-time year to complete these changes (you can resubmit earlier than one year)
- Resubmit as a Masters (PhD candidates only)
- Fail

**Fail Grades** – in the rare occurrence of a fail outcome, students have two options:

1. Award of Master of Philosophy (MPhil) degree in lieu of PhD. At the request of the Postgraduate Coordinator, the Dean of Postgraduate Students may recommend that consideration be given to the award of an MPhil degree, if the work is of sufficient merit for a master but not for a doctorate.

2. Appeal - If a candidate is not awarded their respective degree and wishes to make formal application for a review of this decision, an appeal may be made to Senate, as outlined in the section on appeals in the *Handbook of University Policies and Procedures*, The University of Queensland.

<http://www.uq.edu.au/hupp/contents/view.asp?s1=3&s2=40&s3=11>

## **Examiners' Reports**

Each examiner provides an independent report although, if required, may consult with the other examiner/s. This report should be long enough for the Dean of Postgraduate Students to gauge the quality of the thesis. Comment on the originality and critical insight of the work is particularly requested. An examiner may request the Dean of Postgraduate Students to question the candidate on any aspect of the work. A copy of the question and answer is sent to the examiners. This provision will not apply if an oral examination is held.

## **Consideration of Examiners' Reports**

If both examiners recommend either no corrections (option (a) under Examiners' reports), or minor textual errors to correct (option (b)), then the Director of the Graduate School will make an executive recommendation on the reports.

However, if any of the reports require 'revision of passages' (option (c)), the reports will be sent to school, for a recommendation to be made to the Dean. The postgraduate coordinator will consult with the principal advisor and the chair of examiners on the text of the examiners' reports, and append any comments together with such comments as the advisor wishes to make for transmission to the Director of the Graduate School. It is particularly important, in cases where the corrections required are complicated or where some clarification is need of varying recommendations by different examiners, that the Chair of Examiners, through the Postgraduate Coordinator, give the Director of the Graduate School some concise written advice outlining what is required to satisfy the reservations expressed by the examiners. This must be in a form that would enable it to be passed on to the candidate in the formal "corrections letter" sent to the candidate.

In rare cases, where examiners' conclusions vary widely, the thesis may be referred to an Adjudicator who also receives the thesis, the two examiners' reports, and any statement provided by the candidate or advisor.

## **Corrections to the Thesis**

Once a recommendation on the examiners' reports has been made by the Postgraduate Coordinator and Dean of Postgraduate Students, the Theses Office will write to the candidate regarding the outcome of the examination, with copies of reports. When the candidate has completed corrections to the thesis, one amended copy is submitted to the Theses Office, with an attached list of the changes made.

A recommendation given as part of the Examiners' reports could be one of the following:

- a. that the thesis be accepted as satisfactory for the award of the degree;
- b. that, provided the listed minor errors are corrected to the satisfaction of the internal examiner and the head of school, the thesis be accepted as satisfactory for the award of the degree;
- c. that, provided passages referred to are revised or defended to the satisfaction of the internal examiner and the Postgraduate Coordinator, or the internal examiner, the Postgraduate Coordinator, and if so requested, the external examiner who provided the report, the thesis be accepted as satisfactory for the award of the degree;
- d. that, although the thesis does not meet the standard expected for the degree, the candidate be allowed to revise and to resubmit it;
- e. that the thesis be rejected (failed) and that the degree be not awarded;
- f. that an adjudicator be appointed to report to the Dean of Postgraduate Students.

In the case of a recommendation by the Dean that the thesis be revised and resubmitted for examination (recommendation (d) above), a copy of the reports from the initial examination is sent to the examiners of the resubmitted thesis, with a statement by the candidate of the changes made to the thesis. As indicated above, resubmission is required within 12 months for full-time or 24 months for part-time candidates. Candidates who need more time to complete revisions must apply to the Dean for permission, stating the reasons for the request. The Advisor and the Postgraduate Coordinator

should endorse the request. Between the time of the initial and final examination (12 months), a copy of the original thesis is retained in the Theses Office to be made available on request to the examiners of the resubmission, or in the case of appeal of a decision.

When a thesis is resubmitted for examination, the Advisor is to complete the *Pre-Examination Form (Resubmission)*. In addition to those matters addressed in the *Pre-Examination Form (Resubmission)* on the standard form, the Advisor also certifies that the candidate has addressed by way of amendment, clarification or defence all of the substantive issues raised by the original examiners.

### Checking of corrections

- Minor textual errors will be checked by the Principal Advisor;
- Minor passages by the Chair of Examiners or Postgraduate Coordinator;
- Substantial passages – such as rewriting of a chapter – by the Chair of Examiners, or (where specifically requested) by examiner who required it
- Revise and resubmit will normally result in the thesis being sent to the examiner/s who have so recommended, unless the Director of the Graduate School agrees to some variation of that on the basis of a recommendation from the Postgraduate Coordinator.

### After corrections are completed

- When corrections are completed, the candidate is to submit a loose leaf corrected copy plus a list of those corrections, to the Thesis Office.
- When the corrections have been approved, the candidate will be **notified in writing** to have his/her thesis permanently bound. (This is NOT the letter of Award)
- **Back to the printery!!** The UQ Printery charges \$38.50 (incl GST) to bind each copy. If you require photocopying as well as binding, obtain a quote directly from the Printery before paying at the Cashier. Again do not forget to sign all copies.

### Final Form of Thesis

Following examination and prior to the award of the degree, a candidate must provide four (4) permanently bound copies of the thesis, to the Theses Office (Cumbræ-Stewart Building), incorporating any corrections or amendments that have been required, must be submitted to the Theses Office {altogether with an electronic version (e-Thesis) as a pdf file (submitted on CD or by email). The e-Thesis must be exact representation of the archival copy.}

The **archival copy** is the official permanent record of the research for which the degree has been awarded. The archival copy is retained in the University Library, where it is made available on request for consultation to members of the university and external communities; it also constitutes a record of acceptable thesis style, quality, scope and format. It is therefore crucial that all matters of presentation are of the highest possible standard. The archival copy must be printed on acid free paper and must be permanently bound. Permanent binding consists of a full cloth stiff cover; any additional material, such as computer disks, CDs, DVDs or videocassettes, must be included in a pocket at the back of the thesis. All other copies may be softcover. If softcover binding is chosen, the cover must conform to the current UQ standard (blue with white print on face and spine). The front cover of every softcover permanent copy of the thesis will identify the volume as a PhD or MPhil thesis, will carry the thesis title, the name of the candidate, the name of the School, the year in which the degree was awarded, and the UQ logo in the UQ standard format. The spine will be printed with the author's name, thesis title (or abbreviated title) and the year in which the degree was awarded. The size of the permanent copies may be A4 (297 x 210 mm), B5 (250 x 176 mm), or US Quarto (279 x 216 mm).

When B5 format is chosen it is critical that the guidelines on font, line-spacing, margins, and the size of diagrams and tables be followed closely and a draft copy be inspected carefully to ensure complete

legibility. B5 format should be specified as the print output and not simply achieved by photo-micro-reproduction (e.g. photocopying to a reduced size).

**Theses must not be given an ISBN number.**

**The degree can be awarded only when the hardcover archival copy, the e-copy and at least three other permanently bound copies of the thesis have been lodged with the Theses Office. Do not forget to sign these copies. Do not date the permanent bound theses – your date of award will be stamped on the first page once the award is conferred.** All permanent copies submitted to the Theses Office will be certified. The hardcover copy will be lodged in the University Library, two permanent copies will be sent to the candidate's school (it is customary for one of these to be kept in the school and the other one to be offered to the Principal Advisor), and the remaining permanent copy(ies) will be returned to the candidate.

The current preferred format for the e-Thesis is Adobe Portable Document Format (PDF), generated from electronic files rather than scanned pages. PDF has become the de facto standard for document publishing via the web, and requires only a free *Acrobat Reader* plug-in for viewing on any computer platform. The pdf file will be electronically lodged with the Australian Digital Thesis program only after the library has received the hardcover copy. Current University policy is that the entire thesis may be read online within the UQ domain; only the Abstract may be read outside the UQ domain. If an application for restricted access to a thesis is approved, the restriction applies to both paper and e-copy.

### **Delayed Access to Thesis**

The question of restricting public access to a thesis that has satisfied the requirements for the degree is quite separate from the issue of the confidential treatment of theses during examination. It is a fundamental principle in universities that research higher degree theses **should be** in the public domain. Where a third-party relationship places restrictions on publication of results and especially upon public access to the thesis, serious consideration must be given to whether this is an appropriate project for a higher degree candidate.

For further information see <http://www.uq.edu.au/grad-school/index.html?page=9466>

### **Thesis Production Allowance**

If you are receiving an APA, UQPRS, UQGSS scholarship you may be entitled to a thesis allowance for the reimbursement of expenses. For further information see <http://www.uq.edu.au/grad-school/index.html?page=9793>

You are entitled to claim an allowance to assist with costs associated with producing your thesis (normally 4 copies only). The allowance is a contribution to the direct costs of producing your thesis such as photocopying, binding, typing and proofreading.

This allowance (up to \$420 for a masters thesis or up to \$840 for a PhD thesis) will be paid to you after you provide the Scholarships Office with original receipts for the expenses you have incurred. If you do not produce original receipts for your expenses you cannot claim for them.

The thesis allowance cannot be claimed until you have submitted your thesis for examination. The allowance must be claimed within one year of submission of the thesis for examination and no more than two years after termination of your scholarship.

## Awarding the degree

The degree is awarded once executive approval has been given and the Candidate is notified in writing of the award of the degree. This letter will state the actual DATE of AWARD.

The Thesis Office will then notify the Graduations Office of the potential graduand. Graduations are normally held in July and December each year. For further information contact the Graduations Officer 3365 9194 or email to [graduations@admin.uq.edu.au](mailto:graduations@admin.uq.edu.au) or visit their website <http://www.uq.edu.au/graduations/>

**Last but not least CELEBRATE YOUR ACHIEVEMENT!!**

<b>UQ INFORMATION FOR RESEARCH CANDIDATURES</b>
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<http://www.uq.edu.au/grad-school/index.html?id=9243>

The above website will provide you with **invaluable information about your candidature:**

- UQ Graduate School staff list and contact details
- UQ Research Scholarships General Conditions – see below
- Enrolment/Student Services Charge/Tuition Fees
- Financial assistance
- Standard terms and conditions of candidature
- Expected completion times
- Enrolment restrictions on full-time candidatures – see below
- Concurrent enrolment and restrictions on other study
- Concurrent enrolment in Graduate Certificate programs for confirmed PhD candidatures
- Enrolling in additional courses within the PhD and MPhil programs
- Changing the terms and conditions of candidature
- Change of advisor/s
- Interruption of candidature
- Withdrawal from candidature
- Termination of candidature
- Resolving problems during candidature and raising grievances
- General Award Rules
- Code of Conduct
- Research Ethics Policy
- School Management and Infrastructure Guidelines

The **Good Supervision: The Role of the Supervisor** policy outlines the expectations of good supervisory practice needed to help students to fulfil their potential and contributes to the institution's research profile. This document is concerned with the work of individual supervisors.

<http://www.uq.edu.au/hupp/contents/view.asp?s1=4&s2=60&s3=1>

The **Postgraduate Research Student Charter** sets out the expectations of students in relation to higher degree research training and what the University expects of research students.

<http://www.uq.edu.au/hupp/contents/view.asp?s1=4&s2=60&s3=2>

## SCHOLARSHIP TOP-UPS

Postgraduate research students who are awarded an **externally funded competitive scholarship** (eg APA or equivalent) will only be allowed to receive a scholarship top-up from either the Institute or the Group Leader, under certain circumstances and will require the approval of the Director.

The only circumstances under which a scholarship top-up will be considered include:

- 1) Attracting high quality students into priority areas, currently Bioinformatics and Chemistry;
- 2) Promoting the relocation of potential students from interstate or overseas;
- 3) Catering for some other special circumstances, such as family responsibilities.

The amount of top-up will be determined on a case-by-case basis with the approval of the Director IMB, but will not exceed \$5,000 per annum.

Scholarship top-ups will be reviewed annually based upon progress of their studies.

## EMPLOYMENT RESTRICTIONS ON FULL-TIME CANDIDATURES

Full-time candidates may undertake limited amounts of employment. Normally, up to 18 hours per week is permitted for full-time candidates without scholarships, provided the Postgraduate Coordinator and Principal Advisor are satisfied that your progress will not be impeded. In the case of scholarship holders, no more than 9 hours per week (with a maximum of 270 hours per year) are permitted. Scholarship holders should check the conditions of their awards before accepting employment.

Group Leaders may provide financial support to their postgraduate research students by offering them part-time employment as Research Assistants during their candidature. If the Group Leader is prepared and able to fund such employment, then full time **PhD students may be employed for part time work within IMB but only for a maximum of one day (7.25 hours) per week.**

Those postgraduate students who may be working as part-time Research Assistants in the same group as their PhD principal advisor will attract careful monitoring from the postgraduate office to ensure that the PhD studies are not confused with, nor compromised by, other duties. University Rules governing employment for RHD is located at:

<http://www.uq.edu.au/grad-school/index.html?page=9376&pid=9243>

As the IMB cannot enrol undergraduate students we are unable to offer casual teaching/tutoring or demonstrating. However you may contact relevant Schools in the Faculties to discuss opportunities, but you should discuss the matter with your Principal Advisor first. Tutor Coordinators include:

### **Chemistry, Microbiology and Parasitology**

- Dr Sue Bennett (Room MB76 223; Ph 53099; email: [s.bennett@mailbox.uq.edu.au](mailto:s.bennett@mailbox.uq.edu.au))

### **Biochemistry and Molecular Biology**

- Ms Penelope Doney (Room MB76 221; Ph 57232; email: [p.doney@mailbox.uq.edu.au](mailto:p.doney@mailbox.uq.edu.au))

### **Physiology and Pharmacology**

- Ms Eileen Beswick – [beswick@uq.edu.au](mailto:beswick@uq.edu.au) or Ph 57553

### **Anatomy**

- Associate Professor Michael Bennett – [m.bennett@uq.edu.au](mailto:m.bennett@uq.edu.au) or Ph 52705/52944

### **Graduate Medical School**

- Dr Michele Groves - [m.groves@uq.edu.au](mailto:m.groves@uq.edu.au) or Ph 57545

### **Computer Science**

- Mrs Tricia Howarth – [tutororg@itee.uq.edu.au](mailto:tutororg@itee.uq.edu.au) or Ph 51009

### **Mathematics**

- Dr Peter Adams – [p.adams@maths.uq.edu.au](mailto:p.adams@maths.uq.edu.au) or Ph 53276

For other contact details of interest to you see the IMB Postgraduate Administrator, Amanda Carozzi.

## **CAREERHUB**

The Students Support Services Division has launched a UQ specific online employment service which will enable you to search for jobs within your field of study. The new service, called CareerHub, is similar to popular employment sites such as Seek and careerone.

However, it will specifically focus on facilitating a connection between UQ students and prospective employers. Registered students can receive weekly emails updates about jobs, as well as information on upcoming career-related events at the University.

To access the system simply [log on](#) using your UQ student username and password or visit the Graduate Employment website at <http://www.sss.uq.edu.au/index.html?id=1198>

## **ENROLMENT IN ADDITIONAL COURSES**

Research Higher Degree (RHD) candidates can enrol in additional courses as part of their PhD or MPhil program if the courses are relevant for their research project as certified by the Institute. You must discuss this option with your Principal Advisor before attempting to enrol.

RHD candidates cannot enrol in additional courses that are not relevant for their research program as part of the PhD or MPhil program. If candidates want to do additional study that is not integral to their research, they should apply to the school and the Dean of Postgraduate Students for permission to enrol concurrently in a second program. Because the candidate has enrolled in a second program, they are responsible for meeting the cost of the enrolment themselves (through HECS, PELS, or tuition fees).

Please note that the conditions of concurrent enrolment include:

- The principal advisor and the IMB must certify that the concurrent enrolment will not interfere with the candidate's progress in their research project
- The candidate must continue to maintain satisfactory progress towards completion of their research project and submission of their thesis for examination

See <http://www.uq.edu.au/grad-school/index.html?page=9243> for further information.



## GRADUATE CERTIFICATE IN EDUCATION (HIGHER EDUCATION)

The Graduate Certificate in Education (Higher Education) for beginning university teachers is directed at postgraduate research students who may be planning an academic career and beginning university teachers with limited or no teaching experience. The program is seen both as preparation for teaching within a university appointment, as well as adding a valuable component to application and promotion portfolios.

The program consists of four 2-unit courses (EDUC6100 to EDUC6103) offered over two years. The Dean of Postgraduate Studies, whose approval is needed if the program is taken in conjunction with postgraduate research, has encouraged participation in the program. The courses in the program incorporate curriculum design, student learning, teaching methods, using information and communication technologies, student assessment, and evaluation of teaching and courses, culminating in a project.

Postgraduate students are encouraged to undertake the program after the first year of their studies. In most instances, the UQ Graduate School requires that postgraduate students have been confirmed prior to undertaking the GradCertEd.

The University has committed HECS places to *Australian postgraduate students currently enrolled in UQ PhDs*. The HECS fee for 2004 is \$353.25 per 2-unit course up-front or \$471.00 deferred. (That's \$1,413.00 up-front for the whole program or \$1,884.00 deferred.)

*For other Australian citizens* and permanent residents, a full fee applies of \$1,150.00 per 2-unit course (or \$4,600.00 for the program). Half-bursaries may be made available for University of Queensland staff by the University Staff Development Committee. Schools or Faculties may meet the remaining half of the fees. If you are a UQ staff member, you should raise this possibility with your Head of School or Dean.

*For international students*, the fee is \$2,000.00 per 2-unit course (or \$8,000.00 for the program.).

To date, half-bursaries have been made available for UQ staff by the Staff Development Committee, with the remaining half covered by participants' schools. Schools might also consider assisting their postgraduate students in payment of the fees.

Enrolments are now being sought for 2004. An application form and additional details can be found at: <http://www.uq.edu.au/education/index.html?id=9427>

## CHANGE OF RESEARCH HIGHER DEGREE PROGRAM

A PhD candidate may transfer to the MPhil program, and an MPhil or research masters candidate may transfer to the PhD program (provided they have the endorsement of their Thesis Committee).

The process upon which a recommendation is made for a candidate to be transferred ("upgraded") from M Phil to PhD candidature is normally the same as that for confirmation of candidature.

For MPhil candidates, confirmation occurs 6 months after commencing candidature. It is usually at this stage that the candidature indicates whether or not they wish to upgrade their candidature to a PhD and the Thesis Committee makes a comment on this based on progress.

At the 12-month mark, if the candidate still wishes to transfer to the PhD program, the Thesis Committee is asked to reassemble. The student is required to give a brief oral presentation (20-30 mins) outlining the progress in the last 6 months, discussing how their project would be expanded to encompass sufficient material for a PhD and providing a detailed timeline of how the remaining 2-2.5 years would be spent. They are also asked to provide a brief report outlining the above points and commenting on additional resources required. They are not expected, however, to revisit their literature review. They will then be interviewed in a manner similar to that which occurs at confirmation, after which the Thesis Committee will make a recommendation as to whether a transfer to the PhD program would be appropriate. The chair of the Thesis Committee will then generate a written report outlining reasons for the above recommendation.

To activate the transfer, candidates (domestic and international students) must complete an up-to-date *Proposal for a Research Project* form and give it to the IMB Postgraduate Administrator. IMB will send a *School Recommendation on an Application for Admission and Enrolment* form with the Research Proposal to the Research Higher Degrees Office for final approval of their new research program, advisory team, commencement date and thesis topic by the Dean of Postgraduate Students, and for activation of student enrolment. The comments made by the Thesis Committee will be used to justify the School's endorsement of the candidate.

A transferring candidate may be eligible for a reduction in their minimum period of enrolment on the basis of their previous research studies. They will, however, usually be enrolled in the PhD program as provisional candidates, as confirmation at the 1st year mark gives the IMB the opportunity to formally reassess the candidate at this time.

International MPhil candidates should check that their visa and sponsored funding arrangements do not impose any restrictions to undertaking a PhD.

## SCHOLARSHIPS GENERAL CONDITIONS

Everything you wanted to know about your scholarship! The following conditions refer to the following scholarships:

### **Australian Government Awards**

- Australian Postgraduate Awards (APA)
- Australian Postgraduate Awards Industry (APAI)

### **University Awards**

- Postgraduate Research Scholarships (UQPRS)
- International Postgraduate Research Scholarships (UQIGSS)
- Graduate School Scholarships (UGGSS)
- Re-Entry Scholarships
- Mid Year Scholarships
- Joint Research Scholarships
- Queensland Bioscience Precinct - Postgraduate Research Scholarships (UQPRS)
- Special Graduate School Scholarships

Please note that these conditions are subject to change. The University expects that scholarship holders read and refer to the most current version of the conditions, which is available on the Graduate School website at <http://www.uq.edu.au/grad-school/index.html?page=9790>

The Research Scholarships General Conditions website provides you with information relating to the following:

- Eligibility, Commencement, Duration & Stipend Information
- Allowances and Benefits - Tuition Fees / Travel/Removal Allowance Claim / Establishment Allowance for Interstate Students / Travel & Removal Allowance for New Zealand Students / Travel Allowance for International Students / Thesis Allowance Claim.
- Leave Entitlements - Recreation Leave / Sick Leave / Maternity Leave / Parenting Leave / Other Absences.
- Application for Extension & Suspension
- Overseas Research, and Research at Other Organisations
- APAI Specific Conditions - Citizenship / Commencement of Studies / Maximum Suspension Time / Sick Leave / Transfer of Scholarship / Overseas Research / Thesis Allowance
- Part-Time Scholarships
- Health and Accident Insurance
- Annual Progress Reports
- Employment & Other Funding
- Conversion between Masters and PhD, and Enrolment in other Programs
- Obligations of Scholars - Paying Fees / Enrolment Procedures / Completion of Degree / Scholarly Integrity / Notifying the Scholarships Office
- Transfer and Termination of Awards
- Appeals & Postgraduate Students Area Committee

Students who hold a scholarship that is not listed below should refer to the conditions of award as issued with the offer of award letter or their department.

Students on NHMRC postgraduate research scholarships can access their conditions from the NHMRC website at <http://www.nhmrc.gov.au/funding/scholarships.htm>

## EXTERNAL SCHOLARSHIPS AND OTHER FUNDING OPPORTUNITIES

### National Health and Medical Research Council (NH&MRC)

<http://www.nhmrc.gov.au/funding/scholarships.htm>

### Biomedical (Dora Lush) Postgraduate Research Scholarships

<http://www.health.gov.au/nhmrc/research/train/lush.htm>

These Scholarships are designed to encourage science, health and health related honours graduates of outstanding ability to gain full-time medical research experience in Australia. All candidates must enrol for a higher degree. Those eligible to apply are Australian citizens who have already completed a science or health related honours degree or equivalent at the time of submission of application, or science or health related honours graduates and unregistered medical/dental graduates from overseas, who have permanent resident status and are currently residing in Australia. Third year combined MBBS/PhD students are eligible to apply for this scholarship and if successful will receive a scholarship for 2 years full-time and up to a further 1 \_ years part-time.

The Scholarships are awarded initially for one year but, subject to suitable progress reports being received, may be renewed for one or more years. Normally, the maximum period of the award will be three years.

Applications for this scholarship normally close at the beginning of August for the following year. Check the websites listed above for confirmation of deadline dates.

**Travelling Award** - This Award enables current holders of NHMRC Australian-based scholarships to value add to their research by providing funding for limited training periods at a temporary host institution.

### Queensland Cancer Fund (QCF)

<http://www.qldcancer.com.au>

The Queensland Cancer Fund's PhD scholarship programme provides financial support for bright young Queensland scientists undertaking their PhD projects in cancer research. These scholarships are not intended to support overseas students undertaking a PhD project in Queensland or interstate students, unless they intend to develop their careers in Queensland.

It is a three-year programme and no extension to the three-year funding is allowed, unless extraordinary circumstances can be demonstrated.

Each year the highest ranked applicant is named the "John Earnshaw Scholar" for that year - an honour that carries with it an additional grant of \$2,000 annually. There are at any one time in the programme, three "John Earnshaw Scholars" completing their studies.

**About the Scholarships** - The Queensland Cancer Fund does not provide the funding direct to the student, but to the institution where the research is being undertaken. These grants are made available for educational purposes only. The only restriction is that the work must be in some field related to cancer. There is **no requirement** on the scholars to perform work of any kind **for the Queensland Cancer Fund** as a condition of the Scholarship.

## **Australian Kidney Foundation (AKF)**

<http://www.kidney.org.au>

The Australian Kidney Foundation provides scholarships for individuals wishing to study full time for the research degrees of PhD or MD by undertaking research into the causes, prevention and treatment of disorders of the kidneys and urinary tract.

**Nature Of Funding** - The amount of the scholarship stipend will range from \$25,000 to \$31,000 depending on the qualifications the applicant holds. The scholarships do not include university fees if these are payable. While scholarships of this nature are usually tax exempt, the final determination of their tax status rests with the Australian Tax Office.

**Eligibility and Location** - Preference will be given to Australian applicants enrolled in Australian universities. If funds permit some consideration may be given to supporting overseas applicants enrolled at Australian universities, or Australian applicants enrolled at overseas universities. Part-time students are not eligible. Recipients may undertake additional paid work to supplement their scholarship stipend provided that their full-time student status is not compromised.

**Covering Letter** - The application should be accompanied by a covering letter signed by the student's Principal Advisor indicating that s/he has been accepted into a PhD or MD program, and outlining any specific factors that may favour the award of a scholarship to the applicant.

**Closing Date** - Four copies of the scholarship application should reach the AKF Medical Director's Office in Adelaide by the end of September each year. Check the AKF website for confirmation of deadline dates.

## **Australian Rotary Health Research Fund**

<http://www.arhrf.org.au>

The Australian Rotary Health Research Fund (ARHRF) invites applications from recent graduates looking to build a career in the area of MENTAL ILLNESS research for the IAN SCOTT FELLOWSHIP.

**Deadlines** - applications for the Ian Scott Fellowship normally open in the beginning of May and close in mid-August for the commencement of the following year. Check the ARHRF website to confirm deadline dates.

## UQ RESOURCES – HELPING YOU SURVIVE YOUR STUDIES!

Students are encouraged to consult the Graduate School website <http://www.uq.edu.au/grad-school/> for a range of information including:

- Scholarships Available
- Graduate School Research Travel Awards (GSRTA)
- Graduate School Workshops/Seminars
- Research Higher Degrees Handbook
- Reference Material in relation to Graduate Study and thesis writing
- Research Graduate Student Charter
- Good Supervision – The Role of a Advisor

### **Other support available:**

Most students complete a PhD with little or no problems along the way. However it is important that students who do encounter difficulties realise that they have access to a variety of support mechanisms.

Within the IMB all students are welcome to discuss issues that are affecting their studies with the Postgraduate Administrator, Dr Amanda Carozzi or the Postgraduate Coordinator, Professor Rob Capon. These discussions are completely confidential and will not be discussed with Advisors without permission from the student.

### **Other useful websites:**

- UQ Student Support Services <http://www.sss.uq.edu.au/> offer a range of services covering:
  - Do you need to enhance your communication and writing skills? Information on skills workshops is held each year for postgraduate students.
  - Career counselling
  - Career and employment workshops (eg. interviews, application letters, CVs, teamwork, communication skills, options for studying overseas)
  - Workshops for those with learning disabilities, and also those with psychiatric disabilities
  - Personal counselling seminars (eg. managing stress, sessions for mature-age students, strategies to overcome procrastination, internet addiction).
  - Finance and budgeting sessions (eg. learning about tenancy, how to budget, how UQ might be able to help with financial problems)
  - Learning assistance workshops (eg. thesis writing, time management, using and documenting sources, PhD support groups)
  - International student sessions (eg. mini-orientations, welcome for families of international students, return home seminars for graduate students)
- UQ Student Union – Postgraduates - [http://www.uqu.uq.edu.au/postgrad/postgrad\\_index.html](http://www.uqu.uq.edu.au/postgrad/postgrad_index.html)

The Postgraduate Students' Area is the centre for student activity on postgraduate issues at the Student Union. The Area is designed to support higher degree students, including Honours students, in a variety of ways including advice, advocacy, proofreading, and representation on University Committees, campaigns, and social events.

The Postgraduate Resource Organiser, subject to the direction of the Postgraduate Students Area Committee (PGSAC), runs the Postgraduate Area on a day-to-day basis. PGSAC members are

concerned with improving postgraduate study conditions and lifestyles. The Committee addresses postgraduate concerns through representation, campaigning and by providing services to postgraduate students.

The Committee also represents postgraduate students by sitting on University committees. Currently, there is provision for postgraduate representation on most Academic Board Committees. The PGSAC mounts campaigns from time to time on issues that effect postgraduate students

- UQ Student Centre <http://www.uq.edu.au/student-centre>
- UQ Library <http://www.library.uq.edu.au/>
- The Tertiary Education Development Institute <http://www.tedi.uq.edu.au/teaching>
- Traffic Regulations and Parking <http://www.traffic.bs.uq.edu.au/>
- Use the UQ maps database at <http://www.uq.edu.au/maps/> to find all UQ locations.

### QBP RESOURCES – CSIRO Cunningham Library

The CSIRO Cunningham Library on Level 2 South is a joint use facility for all QBP occupants and your security card will provide access during normal working hours. If you have any access problems please e-mail or ring Patrick Ledwith, Librarian (ph. 3214-2357), or report it to QBP Reception.

All QBP occupants can make use of the collections, new journal display, newspapers, study areas and carrels. Library staff will assist with use of the catalogue, collections and equipment. Loans are available to IMB (UQ) staff upon application.

While access to most databases is restricted to CSIRO staff, access to electronic journals is available to all QBP occupants from PC's in the Library. There is a high degree of duplication between CSIRO and UQ electronic journals, however you will find some relevant titles that are not available via UQ Library e.g. Drug Discovery World and Physiological Genomic. CSIRO has full access to all Elsevier titles. The CSIRO Library Catalogue <http://voyager.its.csiro.au/> lists all CSIRO holdings.

**Why use Cunningham Library rather than Biological Sciences for the publications you can't access from your desktop?** It's closer, quieter, is accessible at anytime and as there are no undergraduates there are no queues. The collection has good holdings in: biochemistry, molecular biology, cell biology, genetics, microbiology, animal and plant sciences, agricultural biotechnology, and statistics.

If you think you will need to use the Library outside of normal working hours, or at weekends, please contact Library staff for a 10-minute induction on after hours' use and OHS&E procedures.

If your laptop will work on the QBP network then it will work in the Library. Ask staff for the locations of live data points. For copying and printing purposes for non-CSIRO staff, PIN numbers have been established for IMB, students and staff. These are available from Library staff. The rates for copies and prints are 12 cents B&W and 30 cents colour.

## Cunningham Library Study Rooms

Study rooms are available in the Cunningham Library for use by PhD and MPhil students “writing up” their theses and will be allocated for a maximum of 3 months. Extensions may be granted if demand permits but only on the understanding that the occupant will vacate the room within 48 hours if required. The allocation of rooms is based on an assessment of student needs and is managed by the Postgraduate Administrator, Amanda Carozzi.

### TRAINING/CAREER DEVELOPMENT OPPORTUNITIES

- The **Biological Sciences Library** will be offering new commencing IMB research students information skills training on Monday 1 March and Tuesday 2 March. This training will be conducted in the BSL Training Room from 9.00am to 12noon. The first 3-hour workshop includes training on library services for postgraduates and advanced literature database searching. The second 3-hour workshop includes an introduction to patent searching, research on the internet and EndNote.
- The University **Cybrary** also provides specialist training for postgraduate students through the **Information Skills for Researchers and Postgraduates (ISRAP) program**, which can be accessed via <http://www.library.uq.edu.au/training>

The ISRAP program is a 10-hour course run over 3 half days. The course uses examples relevant to each discipline area. The modules are taught in the Biological Sciences Library and workbooks with step-by-step instructions are provided. You will have practical hands-on access to services and learn efficient use of the appropriate tools.

#### **The course overview:**

- Module 1 Introduction to information retrieval at the University of Queensland
- Module 2 Databases – using them to their fullest capacity
- Module 3 Citation Indexes – tracking academic debate
- Module 4 Internet Skills for Researchers
- Module 5 Personal Reference Databases – managing the information and references you find.

- **Cunningham Library, CSIRO**

IMB research students can use the Cunningham Library, CSIRO located on the ground floor of the QBP building (next to Genies Café). See further information about the Cunningham Library in the Resource section of this Handbook.

For training opportunities see the Librarian, Patrick Ledwith or enquiry at the front desk. Eg. Web of Knowledge (WoK) training provides training on access to *Current Contents* and *CAB Abstract* databases. The WoK training focusses on:

- Basic features of Web of Knowledge, including multi-database searching
- Establishing a personal profile on Web of Knowledge (essential for easy creation and management of alerts)
- Creating Table of Content and subject alerts
- Exporting direct to ProCite or EndNote; importing alerts into ProCite or EndNote



## GENERAL RESOURCES

### • Thesis Writing Reference List

#### Websites to Thesis Writing:

Samuelowicz, K., Chase, L. & Symons, M. (1998). [\*PhD: First Thoughts to Finished Writing\*](#). Student Support Services & Teaching and Educational Development Institute, The University of Queensland.

Capital Community College. (2001). [\*English Resources on the World Wide Web\*](#). Hartford, Connecticut, USA.

Jensen, S. (2000). [\*Dissertation Doctor: Getting you there without bang-ups and hang-ups\*](#). USA.

Dead Thesis Society. (2001). [\*Dead Thesis Society: Resource Library\*](#). Dalhousie University, Halifax, Nova Scotia, Canada.

Levine, S.J. (2001). [\*Writing and Presenting Your Thesis or Dissertation\*](#). Michigan State University.

Chinneck, J.W. (2001). [\*How to Organise Your Thesis\*](#). Department of Systems and Computer Engineering, Carleton University, Ottawa, Canada.

#### Guidebooks to Thesis Writing:

Anderson, J. & Poole, M. (2001). [\*Assignment and Thesis Writing\*](#). (4th ed.) Brisbane: John Wiley & Sons.

Bolker, J. (1998). [\*Writing Your Dissertation in Fifteen Minutes a Day : A Guide to Starting, Revising, and Finishing Your Doctoral Thesis\*](#). New York: H. Holt.

Brause, R. (2000). [\*Writing Your Doctoral Dissertation : Invisible Rules for Success\*](#). London; New York : Falmer Press.

Evans, D.G. (1995). [\*How to Write a Better Thesis or Report\*](#). Victoria: Melbourne University Press.

Fitzpatrick, J., Secrist, J., Wright, D. (1998). [\*Secrets for a Successful Dissertation\*](#). Thousand Oaks, Calif. : Sage Publications.

Glatthorn, A. A. (1998). [\*Writing the Winning Dissertation: A Step-By-Step Guide\*](#). California: Corwin Press.

Locke, L.F., Spirduso, W. W. & Silverman, S. J. (2000). [\*Proposals That Work: A Guide for Planning Dissertations and Grant Proposals. \(4th ed.\)\*](#) California: Sage Publications.

Madsen, D. (1983). [\*Successful Dissertations and Theses\*](#). San Francisco, Calif. : Jossey-Bass.

Mauch, J.E. & Birch, J.W. (1998). [\*Guide to Successful Thesis and Dissertation: a Handbook for Students and Faculty. \(4th ed., rev.\)\*](#) New York: M.Dekker.

Rountree, K. & Laing, T. (1996). [\*Writing by Degrees: A Practical Guide to Writing Theses and Research Papers\*](#). Auckland: Longman.

Zerabavel, E. (1999). [\*The Clockwork Muse : A Practical Guide to Writing Theses, Dissertations, and Books\*](#). Cambridge, Mass. : Harvard University Press.

- **Finding UQ Theses:**

To find completed UQ PhDs and selected masters theses, visit the [UQ Library catalogue](#). Theses are usually coded with a "THE" as the first part of the call number.

For example, "THE9175" is the call number for U. Nyo Tun's Master of Science thesis about "Koala diet selection and habitat use" - University of Queensland, 1994.

The Library also offers UQ research masters and PhD students the chance to put their theses online after being awarded as part of the [Australian Digital Theses \(ADT\) project](#). This project ensures that theses are more widely and cost-effectively available.

## **Guides for Research Higher Degree Studies**

- **Guidebooks for Research Higher Degree Studies:**

Cryer, P. (2000). [\*The Research Student's Guide to Success\*](#). (2nd ed.) Buckingham: Open University Press.

Delamont, S., Atkinson, P. & Parry, O. (1997). [\*Supervising the PhD: A Guide to Success\*](#). Buckingham: Open University Press.

Elphinstone, L. & Schweitzer, R. (1998). [\*How to Get a Research Degree: A Survival Guide\*](#). St Leonards: Allen & Unwin.

Phillips, E.M. & Pugh, D.S. (2000). [\*How to Get a Ph.D. : A Handbook for Students and Their Supervisors\*](#). (3rd ed.) Buckingham: Open University Press, 2000.

- **Study Assistance Websites:**

Samuelowicz, K., Chase, L. & Symons, M. (1998). [\*PhD: First Thoughts to Finished Writing. Student Support Services\*](#) & Teaching and Educational Development Institute, The University of Queensland.

Symons, M., Chase, L. & Samuelowicz, K. (1998). [\*Uni Study: First Semester to Graduation & Beyond. Student Support Services\*](#), The University of Queensland.

- **Websites for International Students:**

Chase, L., Symons, M. & Samuelowicz, K. (1999). [\*Studying at University as an International Student. Student Support Services\*](#), The University of Queensland.

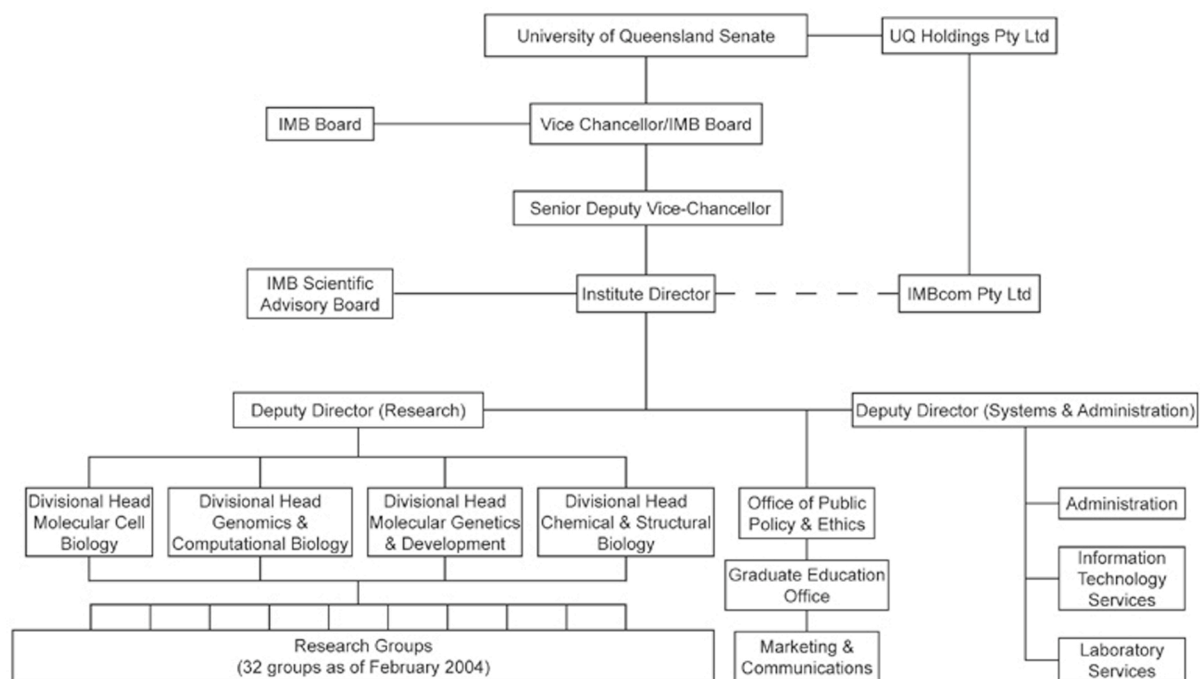
- **Help with Writing, Planning, and Researching your Thesis:**

Student Support Services, the International Directorate, and the UQ Library provide information on a range of thesis-related subjects, including workshops on general thesis writing, English for international students, research skills, time-management and Return Home Seminars for international students who are preparing to submit.

There may be other programs for writing, project-planning, and research skills. Check with IMB Postgraduate Administrator for more details.

<b>ATTACHMENTS</b>
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## Organisational Chart



<p style="text-align: center;"><b>CONTACT DETAILS FOR IMB ADMINISTRATIVE AND INFRASTRUCTURE STAFF</b></p>
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<b>IMB Graduate Program and Personnel</b>			
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Amanda	Carozzi	Postgraduate Administrator	62122
Robert	Capon	Postgraduate Coordinator	62979
Barbara	Clyde	Personnel Coordinator	62121
Joanne	French	Personnel Assistant	62120

<b>Secretarial/Reception Staff</b>			
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Greder	Jenny	Secretary to the Director, IMB	62110
Therese	Buckley	Secretary to the Deputy Director, IMB	62122
Robinson	Kim	Secretary to the CEO, IMBcom	62180
Barbara	Feenstra	Administrative Officer	62102
Desla	Shand	Level 4 IMB Reception	62100
Ronda	Turk	Level 2 QBP Reception	62222
Rebecca	Brooks	Level 2 QBP Reception	62224
Wendy	McCullough	Level 2 QBP Reception	62224

<b>Marketing &amp; Communications</b>			
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Andrea	Sackson	Marketing Manager	62130
Russell	Griggs	Communications Officer	62134
Tania	Hudspith	Events Coordinator	62133

<b>Finance &amp; Purchasing</b>			
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John	Spooner	Finance Manager	62140
Robyn	Craik	Finance Assistant	62143
Mileta	Duggleby	Purchasing Officer	62141
Angela	Gardner	Finance Officer	62142

<b>Computing Services - HELPDESK - All work requests MUST be lodged through "Computer Help Requests Database" on Data Disc</b>			<b>62233</b>
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Lindsay	Hood	IT Manager	62613
Derek	Benson	IT Officer (Unix)	
Matthew	Bryant	IT Officer (Unix)	
Brett	Cravaliat	IT Officer (PC)	
Calvin	Evans	IT Officer (PC)	
Ondrej	Hlinka	IT Officer (Mac)	
Maria	Maddison	IT Officer (Unix)	
Nelson	Marques	IT Officer (Unix & Network Manager)	
Irek	Porebski	IT Officer (Unix)	
Lance	Rathbone	IT Officer (Database)	
Peter	Van Der Heide	IT Officer (Mac)	

<b>Laboratory Services</b>			
Chris	Barnett	Infrastructure Manager	62200
Charles	Nelson	Safety Officer	62211
Henk	Faber	Technical Assistant	62243
Wayne	Kirby	Technical Officer	62244
Jeremy	Kroes	Technical Assistant	62242
Greg	McHugh	Technical Officer	62241
David	Scarce	Technical Services Manager	62240

<b>Facility Managers</b>			
Anne	Hardacre	Animal House Supervisor	62270
Linda	Lua	Protein Expression Facility	62084
Tina	Maquire	Microarray Facility	62081
Darren	Paul	Microscopy & Digital Imaging Officer	62042
Elizabeth	Williams	Transgenic Animal Service Qld (TASQ)	62083

<b>Central Sterilising Facility</b>			
Robyn	Baird	Wash-up Manager	62280
Dawn	Walsh	Glassware Attendant	
Michael	Tetley	Glassware Attendant (Part-time)	
Wendy	Campbell	Glassware Attendant	
Karleen	Marsh	Glassware Attendant	

<b>Floor Managers</b>			
Joanna	Kelly	Level 2 North	62320
Colin	MacQueen	Level 3 North	62330
Jillian	Bradley	Level 4 North	62062
Anne	Tobin	Level 5 North	62350
Matthew	Bryant	Level 6 West / Bioinformatics IT Support	62622
Steve	Love	Level 7 North	62370

**Framework Agreement between CLI and IMB for the joint supervision and IMB/UQ enrolment of postgraduate research students.**

The following agreements are based on the assumption that the jointly supervised PhD students will be appointed a Principal Advisor who will be a CLI scientist and the Associate Advisor will be an IMB Group Leader with intellectual links to the research project.

It is agreed that:

1. Senior CSIRO Livestock (CLI) scientists who are to act as Principal Advisors to PhD students enrolled at UQ will be recommended by the IMB for approval by the Graduate School;
2. Approved senior CLI scientists acting as Principal Advisors will be appointed as an adjunct staff member of the IMB until the PhD student has either completed the award or left the program;
3. All UQ registered CLI PhD students and Principal Advisors will abide by the policies and procedures as set out by the Graduate School, UQ. Other internal policies and procedures will be negotiated between the CLI Principal Advisor and the IMB Postgraduate Coordinator;
4. Principal Advisors of CLI PhD students enrolled at will receive a share of recurrent monies (EFTSU's) in the same manner and proportion as disbursed to the IMB Group Leaders;
5. Intellectual Property agreements will be negotiated with the PhD student, UQ and CLI on a case-by-case basis;
6. Any variations to an individual students' graduate program as set out by CLI and the IMB will be negotiated between the CLI Principal Advisor and the IMB Postgraduate Administrator, with final approval resting with the IMB Postgraduate Coordinator. E.g. seminar attendance
7. IMB Postgraduate Coordinator, Professor Rob Capon, and Graduate Program Administrator, Dr Amanda Carozzi, will undertake administrative overview and coordination of jointly supervised students and provide assistance to CLI Principal Advisors on UQ policy and procedures relating to research students.
8. For any dispute that arises from the supervision of a PhD student, the matter will be first referred to the Chief of CLI and the Director, IMB to negotiate an outcome. If no agreement is reached then the matter is to be referred to the Director of Postgraduate Studies, UQ and the Executive Director, Business development and Commercial for CSIRO.
9. Any reference to PhD students will also apply to MPhil students, if applicable.

In summary, jointly supervised CLI/IMB research students will participate in and have access to:

- Both organisations safety induction programs
- Both organisations graduate programs E.g. seminar series, IMBcom workshops, ethics workshop etc
- IMB Graduate Student Travel Fund support
- SIMBA membership
- Normal government funded scholarship opportunities e.g. APA/UQPRS/GSS and CLI full Scholarship and if ineligible or unsuccessful in any of the latter, then students may apply for one of three IMB/CLI jointly funded scholarships.

<p><b>A tough test of character, the PhD can be a major turning point in your life</b> <b>by Roland Sussex</b></p>
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**The article below is reprinted with permission of The Australian, and contains some valuable insights into the process of completing a PhD.**

*A tough test of character, the PhD can be a major turning point in your life by Roland Sussex*

**The Weekend Australian**

Edition 1, Saturday 22 Sept 2001, Page 20

So you want to do a PhD? It can take over your life, warns Roland Sussex. He has some advice on how to keep it feasible, finite and focused.

A PhD can be one of the most exhilarating experiences of your life. It's also a commitment of three or four years, and may well set your agenda for years ahead. So before you start you need to consider some important questions: Why do you want to do a PhD? Some common motivations are:

- Personal satisfaction: You want to tackle a significant problem and solve it. The pleasure of the investigation, working closely with the material, and arriving at an answer are enough.
- Job ticket: You calculate that you need a PhD to help you achieve your goals for appointment, promotion and development.
- Changing the world: You want to make a contribution that will improve the lot of humanity.

Most people have some mixture of these motivations. You need to be honest and clear about your motivations, and the relative mix of the three factors which are appropriate to you and your intended research. A PhD should build on your strengths.

What are your advantages in terms of qualifications, specialisation, previous research experience, language and culture? These help to make you and your candidature special. It is possible to tackle a PhD in an area which is new for you, but this may make it harder to find funding, a scholarship and a Advisor who will give you the benefit of the doubt on whether you are ready to undertake the research. If you want your PhD to launch you in a new direction, don't try to start off in completely new territory: you probably won't be accepted by a department or Advisor, since you won't have shown you have the training or performance in this new field.

It is also possible to undertake research in interdisciplinary fields. Some domains are inherently interdisciplinary, which means multiple literatures, multiple methodologies, multiple theories and models, and possibly extended data domains. Such work is challenging, exciting, but often tougher than more easily defined topics.

What kind of a mind have you, and what sort of project profile are you considering? Some people are miners: they spend their researching life (and often their post-PhD lives) digging deep, narrow mines. They know a vast amount about tightly defined topics. Mining of this kind is a good strategy in disciplines that support large departments. The rewards, especially for early-career researchers, are very much for the focused individual. Another kind of researcher goes for breadth. The big picture tends to be shallower, but allows more lateral links, and more perspective. On the whole this isn't a recommended strategy for early researchers. If you are a mature scholar you may well succeed with this kind of work. A composite kind of research involves some mining and some breadth. This is like covering a fair amount of horizontal terrain with one or more mineshafts -read "case studies" -at strategic points. If you aren't blessed with tunnel vision (life for such researchers is a bit simpler), you should give serious consideration to the composite approach. There is no single right way. Your



training will have prepared you to tackle topics in your field from different angles, theoretical positions and methodologies. You have to choose an approach that is right for you and for the topic.

Many prospective PhD students want to take on a topic that is far too broad. You may write a major book about the big ideas later on, when you have experience, time to reflect and perspective. Right now you have different questions to address. A PhD is about focus. You will almost certainly end up with a topic that is much narrower than the one you originally intended. Be grateful: this saves you from criticisms from your eventual examiners that you have attempted something that is far too wide and ambitious. Your topic should be well defined. As the researcher you have the discretion over where to place the fences, how wide you want your intellectual paddock to be, and how deep you want to make your excavation. But the fences, and the contour of the excavation, must be really clear. You will know where you are; and it will guide your Advisor and your eventual examiners, who will be able to see clearly what you are trying to do.

There is one exception to this principle. A topic can change focus as you work on it. Topics that you originally thought could be handled in a paragraph may end up with a chapter to themselves. Contrariwise, chapters may shrink to paragraphs. Your job, at the outset, is to try to be as firm and clear as you can. Don't stop thinking about the big ideas. They should be the province of every scholar. And you should continue to keep the wider view in your reading, so that you know with confidence where your research sits in the intellectual terrain.

Many times during a PhD candidature you will start falling out of love with your topic. To get you over these hurdles you and your topic have to have a very solid relationship. First, you should really like what you are doing. Bringing to completion a topic for which you have at best a grudging liking or respect is not going to be either easy or fun. Second, you should really feel your topic is important, in all the senses that matter to you.

You must, of course, be original: you can't do research that has already been done. Consult the international CD-ROM bibliographies in your discipline, including dissertations abstracts, to make sure that you are on untouched ground. Your Advisor will advise you. You can be original in different ways: reinterpretation of known theory/methodology, or known data; applying an existing position, theory or methodology to a new range of data -many PhDs fall into this category; finding new ways of analysing and/or theorising a known body of information; and (the approach for the brave and bold) you propose a new method and/or theory, and apply it to a new range of data or information.

In choosing your Advisor, it is vital to find not just someone who happens to have the right range of interests, but someone who will be a supporter, a guide, a resource, a comforter, an encourager, and many other things. A lot depends on how confident and independent you are as a researcher. Ultimately you are going to have to learn to be self-directed, but during your PhD, when you are still learning how to go about research, you may need more guidance. If so, be frank about this to your prospective Advisor, and make sure that you both understand who has to crack the whip, and when.

You will need to keep resources in mind: the department, laboratories, libraries, other environments. Different disciplines have different needs for support and resources. Laboratory-based disciplines have equipment requirements, which aren't needed in some of the high humanities, which in turn can't be researched without large libraries. Make sure you have a topic that suits the facilities available at your chosen university.

Doing a PhD can be lonely. By the end you will know a great deal about a narrow area: you are likely to be a world expert in your corner of the intellectual map. Unless you are good at being a loner, and have real personal resources, it is a great advantage to work with a group of like-minded students. That way you can encourage each other, share readings and experiment results, and get used to academic discourse with peers. Try to find out whether the research environment is lively, supportive and cheerful. That can make a big difference to the atmosphere in which you do your research. Talk to

current research students in the department and find out what it's like to work there on a day-to-day basis.

Finally, the most important property of a PhD is completedness. You will probably think of your PhD as your chance to change the world. That's quite proper. But using that as an excuse to go on making refinements for decades won't contribute much to you or to knowledge. A PhD is a step to help you get elsewhere, and to mature your thinking. In 3-4 years of full-time study, your dissertation should be finished. The last few months will almost certainly be hard, reluctant work, when your determination and desperation to finish will count as much as inspiration.

If you have found sound, well reasoned answers to all the questions above, reasons that not only feel right but also stand up to tough objective professional examination, you could be suited for doctoral research.

Prepare a short research proposal, partly to focus your thinking, and partly to show your intended Advisor what you want to do. The research proposal should address four questions:

- Precisely what your research question is, not just a provisional title, but also a concise description.
- The questions which current research has failed to answer satisfactorily, and how your research will be situated in the discipline.
- The methodology: what theories and methods you will use to investigate the research question.
- How far and in which direction you will push out the boundaries of knowledge.

Then contact the best Advisor in the best department you can find, have access to and afford. Start talking about your answers to the key questions you have discussed here.

A PhD is a long, tough experience that will test you, your intelligence, resolve, application, strength. It will force you to ask questions about yourself, about what you are and where you are going, and what kind of a scholar you are and want to be. But it's not all tough going. As a research student you will enjoy a rare privilege: the chance to tackle a significant problem in depth, with the advice of skilled Advisors, excited and committed peers, and the resources of a big teaching and research university. That is something to be treasured.

*Professor Roland Sussex is a professor of applied language studies at the University of Queensland.*

## NEW to AUSTRALIA, BRISBANE and UQ?

### 1. New to Brisbane?

The following section contains links to web pages about Brisbane, giving further information that may be useful for overseas and interstate students.

For events, entertainment, suburbs online and more visit <http://www.ourbrisbane.com/>

This website will provide links to:

- What's on – get out and about - TV today, movie times, events, markets
- Active and healthy – keep active and healthy - get fit for summer, healthy eating for life, free activities in parks, cool off and play water sports
- Living in Brisbane – suburbs and downtown, house and garden, pocket neighbourhood guides
- Getting around – where you want to go – buses, trains, ferries, view and print maps, find cheap fuel, traffic reports
- Visitors guide – explore our great city – day trips, find accommodation, things to do, view and print maps

Other useful sites:

- Brisbane City Council <http://www.brisbane.qld.gov.au/>
- UQ site for new students to Brisbane <http://www.uq.edu.au/student-centre/newtobrisbane.html>
- South Bank – Brisbane's arts, education, culture and entertainment precinct. Everything you need to know about South Bank from restaurants, to markets, exhibitions, plays, parking, performances and much more <http://southbank.creatop.com.au>
- [http://www.qld.gov.au/leisure\\_and\\_culture/index.html](http://www.qld.gov.au/leisure_and_culture/index.html)

The Queensland Cultural Centre located in the centre of Brisbane comprising the [Queensland Art Gallery](#), the [Performing Arts Complex](#), the Brisbane Convention and Exhibition Centre, the [Queensland Museum](#) and the [State Library](#) host many exhibitions and performances each year.

### 2. Where will I live?

Australians place a high priority on home ownership. In Queensland, over 70 percent of homes are owner-occupied. There is a variety of housing ranging from timber and tin "Queenslanders", modern brick and tile dwellings located on individual blocks of land ranging from 500 - 1000 square metres, and modern townhouses and apartments close to the city. The cost of buying or renting depends on the location of the residence and its distance from the city. Average rent for units or houses ranges from \$AUD150.00 to \$AUD350.00 per week.

<http://www.accommodation.uq.edu.au/>

The **University of Queensland** has an accommodation service, which will provide you with information about accommodation options and advice and services and information concerning rooms to rent in shared accommodation can be found on noticeboards around campus.

Another alternative is Brisbane's established student-specific building - **UniLodge** on Margaret St, Brisbane city.

UniLodge Brisbane, <http://www.unilodge.com.au/locations/brisbane/index.asp> provides students with well-appointed, furnished and self-contained studio apartments, with most providing panoramic city

views. The impressive facilities available to residents include a Business Centre with state of the art computer facilities; an outdoor heated pool and BBQ area, a student lounge and games room, as well as a gym, spa and sauna. There is also a coin-operated laundry area, licensed cafe and convenience store on the premises.

Another alternative is the Yellow Submarine Backpackers Hostel located in the city – see <http://www.hostels.com/en/hosteldetailsnobooking.php/RecordID.6209>

Address: 66 Quay Street, Brisbane  
Phone: +61 (7) 3211 3424  
Fax: +61 (7) 3217 8740

Below are some **Real Estate** pages that will give you up-to-date information about housing availability and prices:

- [www.realestate.com.au](http://www.realestate.com.au)
- [www.property.com.au](http://www.property.com.au)
- [www.realtor.com.au](http://www.realtor.com.au)
- L J Hooker Real Estate - <http://www.ljh.com.au/>
- Ray White Real Estate - <http://www.raywhite.com.au/>

Click [here](#) for the latest classified ads from "The Courier Mail" and "The Sunday Mail" if you wish to check out employment or housing prices etc.

### 3. How do I get around?

<http://www.uq.edu.au/about/index.html?page=1068>

Travel options include bicycle, bus, ferry, train and taxi. If you are a full-time student, your student card allows half-price train, bus and ferry travel on most routes within Queensland.

**Bicycle** - The St Lucia campus is easily accessible by bicycle, with parking available and a safe riverside bicycle path connecting the campus to the central city. A University Bicycle Shop operates in the Union Complex. The IMB has a bike shed for safe and convenient storage of your bike while at work.

**Bus** - Brisbane City Council buses operate from the bus stop in Chancellor's Place near the J. D. Story Building, St Lucia, which is right outside the entrance of the IMB. Timetables are available from all Student Centres or by phoning TransInfo on 131 230.

**Ferry** - Brisbane City Council CityCat services operate along the Brisbane River between Hamilton and St Lucia. They run about every half-hour from 6am to 10.30pm daily. A cross-river ferry connects the north side of the St Lucia campus, below the Union Complex, with Dutton Park Cemetery (which is linked by bus to Park Road and Dutton Park train stations). Ferry timetables are available from the Student Centres or by phoning TransInfo on 131 230.

**Parking** - Parking spaces on the St Lucia campus are limited and require pre-paid permits. Paid parking operates from 7am to 9pm weekdays. Short-term parking is available in central locations. Long-term casual parking is available in two multi-level car parks off Sir Fred Schonell Drive, at Parking Station One (opposite the Athletics Centre), and in the Warehouse carpark (entry from Walcott Street). The multi-level car parks are open 24 hours, and are staffed from 7am to 9pm weekdays during teaching periods. Parking guides are also available from the Student Centres. Non-

residents' parking in local streets around the St Lucia campus is limited to two hours between 7am and 6pm, February to November.

Postgraduate students are eligible to purchase blue permits that cost \$214.50 per year. This can be paid as a lump sum or if on scholarship by salary deduction each fortnight (\$8.25 per fortnight). This permits you to park in blue and green zones on campus. Alternatively, if you do not have a permit, you can park in green zones at a cost of \$2.50 per day or purple zones at \$1.00 per hour. Unfortunately there is no long term parking available to the IMB.



For detailed information about parking charges and permits, visit the Traffic web pages at <http://www.traffic.bs.uq.edu.au/>.

**Taxi** - Taxi ranks are situated at University Drive and Chancellor's Place (opposite entrance to IMB).

**Train** - Queensland Rail offers discounted rail fares for full-time students. Toowong Station on the Ipswich line is the nearest train station to St Lucia campus. This station is about 20 – 30 minutes walk to campus or, alternatively, you can catch a linking bus that leaves every 15 minutes from a nearby bus stop. For more information, phone TransInfo on 131230.

**Unisafe Safety Bus** - At night, a free, regular *UniSafe* Safety Bus service covers the St Lucia campus (carparks, colleges, CityCat, Dutton Park Ferry etc). Safety Bus Stops are clearly marked with distinctive blue and green signage and include routes and timetables. There is a Unisafe Bus Stop outside the Chancellory Building opposite the IMB.

#### 4. Places to eat on UQ St Lucia campus?

<http://www.uq.edu.au/about/index.html?page=1064>

The St Lucia campus provides the following restaurants, refectories and cafes for your convenience. Check the website above for more detailed information including location and operating hours.

The University of Queensland Union runs three refectories:

- **Biology Refectory** beneath the Biological Sciences Library
- **Main (Malley) Refectory** in the Union Complex
- **Physiology Refectory** under the Physiology Lecture Theatres

Other places to eat:

- **Genies Café** – outside the main entrance of the IMB Level 2
- **The University of Queensland Staff and Graduates Club**, on Staff House Road opposite the Credit Union. See <http://www.uq.edu.au/staffclub/>
- **Wordsmiths – The Writer's Café** next to the University Bookshop.
- **Tanja's Cloister Cafe** in the Great Court adjoining the Duhig Building.
- **Pizza Caffé** outside the Schonell Twin Cinemas
- **Noodle and Sushi Bar** in the Union Building on Campbell Place.
- **Red Room Bar and Bistro** below Main Refectory in the Union Complex.
- **Mr Beans Coffee**
- **Union Lolly Shop** in the Union Building on Campbell Place.
- **Ice Creamery and Juice Bar** in the Union Building on Campbell Place



## 5. Places to Shop on UQ St Lucia campus?

<http://www.uq.edu.au/about/index.html?page=1065>

The St Lucia campus provides the following amenities for your convenience. Check the website above for more detailed information including location and operating hours.

**Banks:** Commonwealth Bank, ANZ Bank, Uni Credit Union Ltd

Post Office

Newsagent

Pro Shop in the Aquatics Centre

UQ Tennis Centre Pro-Shop

Bookshops

Markets – held every Wednesday during term

Other Shops - the shopping arcade in the Union Complex includes: Uni Hair Salon, Campus card and Gift Shop, Precision Eyewear, Optometrist, STA Travel, Uni Copying Service, Campus Pharmacy, University Bike Shop, The Lolly shop and Dental Surgery



### Other places to shop -

The St Lucia campus is close to two major suburban shopping centres, Westfield Indooroopilly and Toowong Village. City Council buses link the University with both centres. Or a short walk away (10 mins from the IMB) via Hawken Drive you can shop at the St Lucia Village shops.

You can browse or search the Services Directory for information about University of Queensland services including the following: Student Centre, Student Support Services, UQ Union, *UniSafe*, Child care. <http://www.uq.edu.au/about/index.html?page=1066>

## 6. Things to Do on Campus?

<http://www.uq.edu.au/about/index.html?page=1105>

There is an enormous range of things to do around the University. A cinema and a theatre are located on the St Lucia campus. There are over 150 clubs and societies to join, concerts, ceremonies & public lectures to attend, libraries and museums and collections to visit, places to worship and numerous sporting activities to join.

All St Lucia students are financial members of UQ Sport through payment of their Student Services Charge. UQ Sport caters for a wide range of competitive, individual and recreational sports. In addition to the seven sporting ovals, it maintains tennis courts, netball courts, a heated swimming pool, a softball diamond, a beach volleyball court and an indoor sports complex. Other facilities include a modern and comprehensively equipped fitness centre and gym, squash courts, sports medicine clinic and a well-stocked sports store. Contact: 3365 6612

<http://www.uqsport.uq.edu.au/home.html>

The Students of the Institute for Molecular Bioscience Association (SIMBA) can offer social and sporting activities for like-minded people. See the section on SIMBA in this Handbook.

## 7. Childcare

There are a variety of childcare arrangements operating in Brisbane, eg. child care centres, or family day care schemes where children are minded in private homes. There is a childcare rebate that is paid by [Centrelink](#) for families whose children are in childcare. For further information contact the Child Care Information Service 1800 637 711

The IMB has a **Parenting Room** located on the 2<sup>nd</sup> Floor behind the Reception near the QBP Boardroom.

### UQ childcare options

There are a number of childcare centres and schemes on campus for postgraduate students with children to choose from. However, that does not mean you are guaranteed of finding a place for your child right away. Most centres have long waiting lists, and you are advised to register your needs as soon as they become apparent. It is probably worth registering your need on more than one waiting list. See [http://www.uq.edu.au/faqs/index.asp?menu=0&sub\\_menu=0&dq=t&ID=557](http://www.uq.edu.au/faqs/index.asp?menu=0&sub_menu=0&dq=t&ID=557)

**Campus Kindergarten** is open to all children aged from 2.5 years to school age. The Centre has three units: pre-kindergarten, kindergarten and pre-school. Families are encouraged to fill in waitlists well in advance of requiring a place.

**URL:** <http://www.campuskindergarten.org.au>

**Contact:** Campus Kindergarten, 07 3365 3894

**Email:** [Campus.Kindergarten@mailbox.uq.edu.au](mailto:Campus.Kindergarten@mailbox.uq.edu.au)

**Fax:** 07 3365 4420

The **Munro Centre** provides for the care and development of under 3-year-olds. It is run as a parent cooperative, aiming to establish an extended family atmosphere. Contact the Director on 07 3365 2840

The **Playhouse Parent and Child Centre** provides full-time and part-time care for babies and children up to 5 years old. Evening care services are also available.

**Contact:** The Director, 07 3377 2231

**Email:** [playhouse@mailbox.uq.edu.au](mailto:playhouse@mailbox.uq.edu.au)

**Fax:** 07 3377 2221

The **Margaret Cribb Child Care Centre** provides care for 75 children aged from 2 months to 5 years. Enquiries 07 3365 1509

## 8. Health Service

The University Health Service (UHS) has been providing high quality, health care to the University of Queensland community since 1958. The UHS is an accredited general practice available to students, staff and visitors to campus. All aspects of your patient medical records at this practice are **confidential** and are not disclosed to any other section of this University or any other party without your written permission unless subpoenaed by a court of law. Except for **emergencies**, appointments to see the doctors are essential.

<http://www.uq.edu.au/healthservice/>

### Practice Hours (by appointment)

Monday - Friday 8.00 - 5.00 during Semester (last appointment 4.30pm)

Monday - Friday 8.30 - 5.00 during University holidays

Public Holidays, Weekends and after hours - see below

The UHS is located on Level 1, Gordon Greenwood Building (Blg 32) [Map](#)

Phone - 3365 6210

Fax - 3365 6222

Email - [healthservice@mailbox.uq.edu.au](mailto:healthservice@mailbox.uq.edu.au)

### **Physiotherapy Clinic**

The Physiotherapy Clinic provides supervised treatment to students and staff, and their relatives and friends, of the University of Queensland, Griffith and QUT campuses by both undergraduate and postgraduate physiotherapy students. See <http://dexter.shrs.uq.edu.au/Physio/Physioindex.html>  
Contact the Clinic Coordinator, 07 3365 2232 for further information.

### **9. Qld car license and registration**

To obtain a driver's license to drive in Queensland you are required to sit for a Learner's Permit Test, which comprises 30 multiple-choice questions (you may use an interpreter). Once you have passed this test you will then be required to perform a practical driving test. If you qualify, you will be issued with a driver's license. The cost of the written test is approximately \$AUD13.65, driving test is \$AUD32.90, and the license is \$AUD55.00 (or \$AUD11.00 for every year purchased). A license must be renewed at an additional cost after expiry.

If you are moving from interstate you will be required to register your car in Queensland. See <http://www.qld.gov.au> for more detailed information about car licences/registration.