



HIGHER DEGREE by RESEARCH (HDR) STUDENT HANDBOOK

SCHOOL OF CHEMICAL ENGINEERING

Note:

This Student Handbook outlines the standard procedures relating to students studying higher degree by research programs in the School of Chemical Engineering.

Students should refer to the Graduate School's website (www.uq.edu.au/grad-school), and also the UQ Policy and Procedures Library (PPL) (ppl.app.uq.edu.au).

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1.0 COMMENCEMENT

Organisational Structure

You can find information about the University, the four main campuses, services and facilities here: www.uq.edu.au/about.

If you are new to the Brisbane area, then visit the following website for information on living and studying in Queensland: <https://future-students.uq.edu.au/>.

Graduate School

The Doctor of Philosophy (PhD) and Master of Philosophy (MPhil) programs at UQ are known generally as Higher Degree by Research (HDR). The UQ Graduate School (<https://graduate-school.uq.edu.au/>) has academic responsibility for Higher Degree by Research programs.

Engineering

The **Faculty of Engineering, Architecture and Information Technology (EAIT)** (www.eait.uq.edu.au) is one of six faculties at The University of Queensland and this unit is responsible for academic programs (e.g. the Bachelor of Engineering). The Faculty is made up of five schools and two centres:

- School of Architecture
- School of Chemical Engineering
- School of Civil Engineering
- School of Information Technology and Electrical Engineering
- School of Mechanical and Mining Engineering
- Advanced Water Management Centre
- Centre for Coal Seam Gas

The **School of Chemical Engineering** (www.chemeng.uq.edu.au) is responsible for teaching and research, including the supervision of HDR students. The School Student Administration Office (74-326) should be your first point of contact for all questions relating to your HDR program. All email enquiries should be directed to the Administrative Staff enquiries@chemeng.uq.edu.au

As an HDR student you will work in close cooperation with an Advisory Team made up of your Principal and Associate Advisor/s. Other key people who will support you through your studies are the School's Postgraduate Co-ordinator (PGC) and the School Administration Office.

mySI-net

mySI-net is the system the University uses to record student information. mySI-net stores your personal details, enrolment status and also information on your research project. When you first sign on to mySI-net (www.sinet.uq.edu.au) with your username and password, you will need to complete all modules in the Task Wizard.

One of the Administrative Staff will complete an Online Commencement form with you on your first day. The Graduate School uses the information on this form to activate your enrolment and scholarship payments (if applicable) in your HDR program.

Candidature Management Portal

This is accessible via your myUQ student login (<https://my.uq.edu.au/>). The Candidature Management Portal provides a dashboard allowing you access to many of your online areas (including Si-Net and learnUQ). This is where you put in requests to the Graduate School for changes relating to your candidature)

Graduate School – Getting Started

You can find out <https://my.uq.edu.au/rhd/services/get-started>

Student ID

Your ID card displays your student number and enables you to borrow books from University libraries. It is used for the length of your program, and can be produced one day after you have been enrolled in mySI-net. To receive your ID card, please see the [Starting at UQ website](#) for Unicard outlets, or how to apply for a card if you are a remote student. You will need to take some form of photo identification with you, such as your passport or driver's licence.

Student Services and Amenities Fee (SSAF)

Higher Degree by Research students are required to pay a Student Services and Amenities Fee (SSAF) according to their mode of attendance. The SSAF is a compulsory fee, the proceeds of which is spent on [student services and amenities](#) such as sporting and recreation activities, employment and career advice, child care, financial advice and food services.

Concession Travel

Students are required to hold a valid Queensland tertiary/post-secondary student identification card in order to purchase and travel on a concession fare on approved public transport throughout Queensland.

Please note that Translink requires you to be enrolled as a full time internal student, residing in Queensland to be eligible for this concession card.

Further information on concession travel can be found at:

<https://translink.com.au/tickets-and-fares/concessions/tertiary>

Swipe card Access

The School Office hours are 8:30 am to 4:30 pm Monday to Friday. If you need to access the buildings or labs outside these hours, you will need to apply for access by emailing EAIT facilities facilities@eait.uq.edu.au.

Please note: You will not be provided access to any offices or laboratory facilities until you have completed the new worker induction session with the Safety Co-ordinator Ms Marion Dunstan (sessions are held every fortnight on a Friday).

Access will then be added to your Student ID Card.

Important Policies and Procedures

It is important that you are aware of the various policies and procedures relating to you as a student of this university. The UQ Policy and Procedures Library (PPL) is the central UQ repository for approved policies, procedures, guidelines and forms. Please take particular note of the following PPLs (ppl.app.uq.edu.au):

1.50.01 Code of Conduct	Outlines five fundamental ethical principles: Respect for the law and system of University Governance; Respect for persons; Integrity; Diligence; Economy and Efficiency.
1.70 Equity and Diversity	Outlines the university policies on equity and diversity, discrimination and harassment.
2. Workplace Health and Safety	Contains details of policies relating to the workplace health and safety framework which has been developed by the University.
3.60.04 Student Integrity and Misconduct	Students have a responsibility to maintain the highest standards of academic integrity in their work.
4.60 Higher Degree by Research Candidates	Details of the university's research and postgraduate practices, including management of research activities, ethics and intellectual property.
6. Information and Communication Technology	Students should take responsible action and exercise good judgement in relation to internet use. Failure to abide by the Internet Code of Practice may result in suspension or loss of an Internet account, disciplinary action and, if necessary, a report to the relevant law enforcement authority.

School of Chemical Engineering Postgraduate Committee

The School of Chemical Engineering has a Postgraduate Committee which comprises of a Chair and 8-10 postgraduates on a voluntary basis. They organise meet and greet sessions to help you settle in the School, as well as any other assistance that you may require. They can be contacted via email postgrad-committee@chemeng.uq.edu.au.

UQ Association of Postgraduate Students

The UQ APS is an organisation of postgraduate student representatives and other interested members with the aim of consolidating representation of postgraduates, providing information pertaining to rights of postgraduates, and enriching the postgraduate experience through social events. We encourage all students to participate in APS events (<http://www.uqu.com.au/uqu-aps>).

Occupational Health and Safety

The University takes occupational health and safety seriously. All HDR students are required to complete online safety inductions at commencement (see pages 19-20).

There may be additional training required by your Principal Advisor, specific to the research you will be undertaking. It is mandatory that you discuss your training requirements with your Principal Advisor before you start work on your project. You must undertake supervised training in the specific hazards, risks and procedures for the research you will be undertaking.

Please familiarise yourself with the procedures listed on the websites below and ensure that you are aware of the safety induction guide regarding working in the laboratories, use of machinery, dangerous goods, chemicals, toxins, vapour and lighting. Any laboratory work carried out as part of your studies must conform to the University's Occupational Health and Safety Guidelines.

PPL 2. Workplace Health and Safety	ppl.app.uq.edu.au/content/2.-workplace-health-and-safety
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OH&S Unit	(including risk management and chemical databases) uq.edu.au/ohs
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If you have any Building or OH&S concerns, you can email the School of Chemical Engineering Safety Co-ordinator Marion Dunstan (m.dunstan@uq.edu.au), or the Faculty Building Managers at (facilities@eait.uq.edu.au).

School Facilities

Mail You will be assigned a shared mailbox which you should check on a regular basis. Mailboxes are located in the reception area of the Don Nicklin Building (Building 74, Level 3). Please use the reusable envelopes if you wish to send internal mail. There are two mail deliveries/pickups a day at 9.30am and 2:00pm.

Deliveries All personal and research related orders will be delivered to the Don Nicklin Building 74, Level 1, room 113B Monday to Friday, 8.30am – 4.30pm. (Please do not schedule any deliveries, including Gas deliveries after this time.

Phone Calls You will have access to a shared phone for local and internal calls. If you are making an internal UQ call, then you can use your extension number, which is the last 5 digits of your full phone number. Callers from outside the University will need to use the full phone number. Dial “0” to make calls outside UQ.

For extension 5xxxx, e.g. 56789, add 336 = 336-56789

For extension 6xxxx, e.g. 67890, add 334 = 334-67890

2.0 SCHOOL AND STUDENT AGREEMENT

The Higher Degree by Research Candidate Charter outlines the expectations and responsibilities of candidates, advisors, School, and the University (ppl.app.uq.edu.au/content/4.60.02-research-higher-degree-candidate-charter).

The School of Chemical Engineering and/or your advisory team will provide you with:

- desk, locked storage, computer with appropriate software, and access to internet, phone and fax communication, photocopying and printing resources;
- laboratory infrastructure, including equipment and consumables necessary for your research project;
- candidature support in the form of your Advisory Team, PGC, and the Administrative Team, and Milestone Review Committee;
- access to career development workshops on topics such as statistics, scientific writing, media and communication,
- clear written guidance on the milestone expectations of the School.

All HDR Candidates in the School of Chemical Engineering are required to:

- complete a Welcome induction prior to commencement;
- attend a compulsory UQ Graduate School HDR Orientation (see graduate school website for Compulsory Orientation dates: (<http://cdf.gradschool.uq.edu.au/>)).
- pay the compulsory Student Services and Amenities Fee (SSAF) for each Research Quarter;
- attend relevant meetings and seminars;
- attend and be an active participant in School events, such as the Three Minute Thesis Competition and Engineering Postgraduate Conference;
- Attain at least 80% pass of the mandatory Research Integrity Module <https://cdf.graduate-school.uq.edu.au/research-integrity> prior to the attainment of the Confirmation Milestone.
- attain in an appropriate timeframe
 - Milestone1: Confirmation of Candidature;
 - Milestone2: Mid-Candidature Review;
 - Milestone3: Thesis Review;
- submit a thesis that is passed by external Thesis Examiners.

3.0 DURING YOUR CANDIDATURE

The information in this section of the Student Handbook is designed to assist you as you progress through your candidature. For further information about your candidature, visit the Graduate School's website: www.uq.edu.au/grad-school/current-students.

Changes to your project and status

Throughout your studies, you may need to alter your Advisory Team or project title; or change your status to remote or part-time. This is something which you will request via your Candidature Management Portal after discussion with your Principal Advisor.

Communication with the University

It is important that you regularly read your student emails. All official University correspondence is sent to your student email and it is assumed that this information is read and acted upon.

Contact Details

Your contact details on mySI-net (www.sinet.uq.edu.au) must be kept up to date. If you change any personal details such as your address or phone number, please ensure you update mySI-net.

Employment

Undertaking a higher degree by research requires a much greater commitment of time than a coursework degree; it is equivalent to full-time employment and this is the expectation of advisors, the School and University. We regard PhD and MPhil candidates not so much as 'senior students' but early career researchers and colleagues.

If you are studying full-time, there are limitations to how much time you are allowed to undertake paid employment. However if your Principal Advisor and/or the PGC believe your progress is being affected by the paid employment you may be required to change your candidature to part-time status.

Scholarship holders should check the conditions of their awards and international students should check the conditions of their visa before accepting employment.

Many HDR students work as tutors for undergraduate courses. If you are interested in tutoring, please visit the below websites for more information:

- University tutoring information: www.uq.edu.au/tutors
- School application: <http://tutor.eait.uq.edu.au>

Enrolment

The Graduate School enrolls you each research quarter of your studies. It is your responsibility to advise the Graduate School of any changes to your study status (e.g. part-time, withdrawal) by completing the relevant request via myUQ (student login).

Enrolment in additional courses

You can undertake additional courses as part of your higher degree by research. These courses do not incur any tuition fees, however your enrolment is only supported if the courses are relevant to your research project or are required by the school as part of your research training. You should discuss enrolment into additional course with your Principal Advisor, and if they support your enrolment, you can complete the relevant request via myUQ (student login).

Forms and submission process

On the whole, paper-based forms have been phased out and replaced by online requests via your myUQ portal. Milestones Evaluation forms (downloaded from the School of Chemical Engineering website).

Must be signed by the Confirmation Committee/Panel at your Confirmation of candidature meeting. **Please note: You must ensure you have completed the Research Integrity Module, with an 80% pass mark before submitting the {Confirmation of Candidature} Attainment of Milestone, as the Graduate School will not accept your request for attainment, if this has not been completed.**

2. Confirmation Committee/Panel

Role	Name	Signature	Date
Principal Advisor			
Associate Advisor(s)			
Chair (should preferably chair all three milestones and act as Chair of Assessors)			
Internal Reviewer			

Must be signed by the Committee/Panel at your Mid-Candidature Review meeting.

2. Mid-Candidature Review Committee

Role	Name	Signature	Date
Principal Advisor			
Associate Advisor(s)			
Chair (should preferably chair all three milestones and act as Chair of Assessors)			
Internal Reviewer			

Must be signed by the Committee/Panel at your Thesis Review meeting.

2. Thesis Review Committee

Role	Name	Signature	Date
Principal Advisor			
Associate Advisor(s)			
Chair (should preferably chair all three milestones and act as Chair of Assessors)			
Internal Reviewer			

Submission of each signed form must then be scanned and a copy emailed to your panel members for their records before you take any action in your myUQ portal. Once in the myUQ portal, you will need to submit the following including your milestone attainment form. – Milestone Evaluation form, copy of your report.

Grievances

If you have an academic grievance or problem during your candidature, contact a member of your Advisory Team or the School's Postgraduate Coordinator. Please note that you can seek advice from professional counsellors at Student Services, a service that is free to all research students (<http://www.uq.edu.au/student-services/>).

Leave

All Higher Degree by Research students are entitled to four weeks annual recreational leave. There are no application forms to complete prior to taking this leave, however you should discuss your plans with your Principal Advisor and inform the Administration Office. If you are planning to take more than four weeks leave, please seek advice from the School's Administration Office.

If you need to take an interruption to candidature, this is done via the Graduate School and your myUQ portal – scholarships and milestones will be affected.

Milestones

UQ HDR candidates progress through a milestone, or development based system. The three milestones are:

*Milestone 1: Confirmation of Candidature,
Milestone 2: Mid-Candidature Review, and
Milestone 3: Thesis Review.*

The purpose of the milestone reviews is to ensure that research is progressing, to identify any problems that may be impeding progress, and to provide advice on how these may be overcome. It should not be seen as an examination, and should be viewed as a developmental exercise, designed to maximise the likelihood of successful completion. Each milestone needs to be completed within 12 months (full-time PhD; double this for part-time, half this for MPhil) of the previous milestone or commencement, assuming no extensions have been used. Thesis submission is expected within three months of the Thesis review. The School's *Milestone Guidelines* booklet provides an in-depth description of this process and details are available on the School website <http://www.chemeng.uq.edu.au/hdr-study>

Scholarships

Scholarship holders must abide by the rules relating to their scholarship. Information about the University of Queensland's Research Scholarship General Conditions is provided on the following website: www.uq.edu.au/grad-school/content/future-students/scholarship-general-conditions.pdf. If you hold a School or industry scholarship, refer to your letter of offer for the conditions of your scholarship. The University pays on a fortnightly cycle.

Study resources

Resources are available that will help to guide and support you throughout your studies:

Graduate School	Information on a variety of aspects relating to Higher Degree by Research candidature: https://graduate-school.uq.edu.au/ . The Graduate School also offers a year-round Skills Training program that is tailored to both support and build the skills of HDR students during their candidature and encourage cross-disciplinary networking. Graduate School training is offered through the Career Development Framework: https://cdf.graduate-school.uq.edu.au/
Library	The Library (www.library.uq.edu.au) provides access to information resources for your research. Essential information includes discovering the key databases in your area, managing information, data management, finding influential research and Ask IT computing help.
Student Services	Student Services can help you with accommodation, counselling, disability, illness and injury support, multi-faith services, and student equity: http://www.uq.edu.au/student-services/ Student Services also offer Learning Workshops on a variety of topics such as thesis writing, time and study management: http://www.uq.edu.au/student-services/learning A variety of services and facilities for students can be found at http://www.uq.edu.au/services/students
Student Union	The Student Union can help you access employment opportunities, student clubs and societies and proof-reading services: http://www.uqu.com.au/student-support

Travel

During your research you may travel to conferences, or be involved in fieldwork of some kind. Any travel outside University property which is undertaken for research purposes represents 'field work'. It is imperative for insurance and for occupational health and safety purposes that you submit a risk assessment (<http://www.uq.edu.au/ohs/ohs-risk-management>) and a travel form (<http://www.fbs.uq.edu.au/travel-at-uq>) to the Head of School for approval before commencing your fieldwork.

When you are on authorised travel for the University (e.g. to attending a conference or partaking in fieldwork), you are covered by the University's corporate travel insurance policy. Detailed information about this policy is available at: <http://www.fbs.uq.edu.au/travel-at-uq>.

Departure

On submission of your thesis for examination or conferral of degree, it is mandatory that you and your principal advisor advise the School Manager immediately. Mr Stephen Coombes s.coombes@uq.edu.au

4.0 RESEARCH EXPERIENCE

During your time with the School we encourage you to participate in activities which will broaden and enhance your research experience. Throughout your studies you should give presentations of your work to both broad and specialist audiences within the School and to national and international audiences. You should also submit your work for publication in peer reviewed journals and/or conferences; and engage with others in your chosen field and reflect their views and interpretations of your research findings. These activities will deliver a stream of constructive feedback on your research beyond that given by your Advisory Team. It will require you to explain your research project to others and sharpen your understanding of your chosen topic.

Engineering Postgraduate Conference

Since 2011 the School has participated in the annual Faculty-wide Postgraduate Student Conference (<http://www.eait.uq.edu.au/epc>). This is organised by HDR students. The EAIT Postgraduate Conference provides an opportunity for students to present their research to academia and industry, improve presentation skills, and network with potential employers and research partners. The conference also provides a chance for attendees to interact and gain an overview of research across the different engineering schools. It is expected that all students in the School will participate in the conference at least once during their candidature.

Publications

All HDR students are strongly encouraged to publish in relevant peer-reviewed journals and conference proceedings as an integral part of their degree program. To achieve this, all candidates are encouraged to work with one of their advisors in a collaborative process to publish a key part or parts of their work, either during or after the degree program. All of your publications relating to your thesis or research work at UQ must bear your affiliation as “School of Chemical Engineering, The University of Queensland.” This applies to thesis work that may be published after your program has been completed, even though you may then be at another university or organisation.

Seminars/Meetings

Many research groups also hold regular meetings or run a seminar series and attendance at these is also compulsory.

Three Minute Thesis (3MT)

The 3MT Competition involves entrants presenting a compelling three minute oration on their thesis topic and its significance in language appropriate to a non-specialist audience. It is expected that you will participate in the competition at least once during your candidature (www.uq.edu.au/grad-school/three-minute-thesis).

UQ Graduate School Career Development Framework

The UQ Graduate School Career Development Framework (<http://cdf.gradschool.uq.edu.au/>) provides directed, experiential learning to help connect you with industry. It ensures that you gain the necessary leadership, professional and research skills that will enhance your career prospects and help shape you into a future knowledge leader.

5.0 RESEARCH STANDARDS

The School expects you to maintain good research practices throughout your studies, particularly in relation to academic ethics and integrity.

Ethics

If your research requires the involvement of human or animal subjects, then you will need to obtain ethical clearance. Information on ethical research, including the approval process and application forms, can be found on the research ethics website: <http://www.uq.edu.au/research/integrity-compliance/>.

Intellectual Property

Intellectual Property (IP) is any invention, discovery or idea you may have, or participate in, as part of your research work. 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. Information on IP can be found in PPL 4.10.13 Intellectual Property for Staff, Students and Visitors (see <https://ppl.app.uq.edu.au/content/4.10.13-intellectual-property-staff-students-and-visitors#Policy>)

If you are working in a laboratory you must maintain a workbook. This workbook should fully document the thoughts and steps behind any experiments and contain all preparatory work, notes and diagrams. Keeping a workbook is a good introduction to professional practice and also to good research practice as workbooks are legal documents which can be used, for example, to support patent claims.

Academic Integrity and Misconduct

UQ is committed to the principle of academic integrity, and considers it essential that all Higher Degree by Research candidates strive to uphold academic integrity in their theses. A key component of academic integrity is avoiding plagiarism, which is defined at the University as "the act of misrepresenting as one's own original work the ideas, interpretations, words or creative works of another" (UQ PPL 3.60.04 Student Integrity and Misconduct, section 2).

In addition to the advice and information provided in the University's PPL policy, the UQ Library has a resources page on avoiding, stopping and detecting plagiarism (<http://www.library.uq.edu.au/how-to-guides/avoiding-plagiarism>). All documents you submit for your milestones are considered to be assessment items, as is your thesis. Any suspected cases of plagiarism will be dealt with in accordance to UQ PPL 30.6.04).

During the thesis examination process, you will also need to be familiar with the Conflict of Interest (COI) guidelines which ensure that a thesis may be assessed independently and free from any perception of bias or preferential treatment.

Research Fraud

Research fraud is the falsification of results, the deliberate misrepresentation or misinterpretation of results, or the selective reporting of results. There are severe consequences for unethical conduct that are dealt with under the University's misconduct provisions. Penalties can include expulsion or cancellation of degree.

You must ensure that you retain the records of your research in line with the General Retention and Disposal Schedule for Queensland Universities, which is available from: www.uq.edu.au/recordsmanagement.

6.0 THESIS SUBMISSION AND EXAMINATION

A HDR thesis, in the broadest sense, constitutes a coherent and cogent argument that communicates the significant aspects of research and writing undertaken. The thesis is also the evidence upon which examiners evaluate the quality of the research, your ability to communicate the significance of the research, and your ability to work as an independent researcher.

You must ensure that both the format and the contents of your thesis are suitable for assessment before submission via UQ eSpace. The Graduate School's website outlines the font, spacing and front pages that you must incorporate into your thesis. As part of thesis submission requirements, all HDR candidates are required to upload a copy of their thesis to iThenticate prior to uploading to the UQ eSpace as part of the submission process.

The submission process is outlined in detail on the Graduate School's website (www.uq.edu.au/grad-school/submitting-your-thesis), and a brief description is below:

3 months before submission	Your Thesis Review milestone should be completed three months before you intend to submit. At this time, you and your Advisory Team should discuss the mix of disciplinary knowledge required among the thesis examiners to review the breadth of work contained within the thesis. You should also consider if you have any reservations or concerns about having any particular individual act as an examiner.
1 month before submission	Your Principal Advisor will nominate a minimum of three potential examiners (the Dean of the Graduate School has final approval on the thesis examiners). You will also need to decide if you wish to include an oral examination as part of your thesis examination process. If so you should nominate a date for this which is at least ten weeks after the expected date of submission.
Submission	Submit your thesis by uploading it electronically through UQ eSpace. Instructions are available on the Graduate School website which will assist you in the upload process. After you submit, the nominated examiners are formally contacted by the Graduate School and the thesis is sent out for assessment.
Assessment completed by Examiners	Examiners are expected to return their completed assessments within six weeks for a PhD and four weeks for a MPhil. Examiners make an overall assessment of your thesis (e.g. minor changes) and suggest formative recommendations for improvements or revision. The Graduate School will send you copies of the examiners' feedback.
Oral examination	If you elected to do an oral examination, you will give a seminar, open to the whole school, which will be followed by a closed session with the examiners. This will give an opportunity to discuss in depth your work and any corrections that may be needed. The Chair of Examiners will provide a report on this meeting to the Dean of the Graduate School

Notification of outcome	<p>The Graduate School will advise you of the overall outcome:</p> <ul style="list-style-type: none"> • Passed with no changes required • Changes required to the satisfaction of the Chair of examiners • Changes required to the satisfaction of an external examiner • Major revision and resubmission required
Resubmission	<p>If you have been asked to make major revisions you will be given a timeframe in which to complete this work. You will then upload it electronically through eSpace and it will be sent out for external review. For a second submission the examiners can, in addition to the options above, recommend:</p> <ul style="list-style-type: none"> • Award of a MPhil in lieu of a PhD • Fail
Requirements met	<p>Once you have made the appropriate changes you should consult with the Advisory Team prior to resubmission of your thesis by uploading it electronically through UQ eSpace. Depending on the level of the changes required, the thesis will either be sent out again for external review, or will be sent internally to the Chair of Examiners.</p> <p>The examiner reviews your corrected thesis and ensures that all recommendations made have been appropriately incorporated into the thesis or their absence defended. If the Chair of Examiners is satisfied with the changes you have made, they will recommend to the Dean of the Graduate School that you be conferred with your degree.</p>

7.0 SERVICES AND FACILITIES

UQ Library

The UQ Library provides access to quality information, services and facilities and IT to support your research. Individual help is available by telephone, in person and email. For more information visit www.library.uq.edu.au or contact:

Ms Phil Yorke-Barber
Research Information Service | St Lucia
Dorothy Hill Engineering and Sciences Library | Level 5, Hawken Building (50)
University of Queensland Library
p.yorke-barber@library.uq.edu.au | (07) 3346 4392

Unisafe

UniSafe (www.uq.edu.au/unisafe) aims to maximise personal safety by promoting a culture of awareness and community care. It urges staff, students and visitors to make its campuses safer for everyone by recognising and consciously avoiding potentially risky situations, and reporting any suspicious behaviour or incidents to Security.

Student Centre

Staff in the Student Centres can help you with your enquiries about paying tuition fees, graduations and referral to other services. For location details and opening hours, see www.uq.edu.au/student-centre

Student Services

Student Services provides learning assistance, support for international students, information and support for students with a disability, accommodation services, equity programs, multi-faith chaplaincy, student counselling and careers advice. For more information, see www.uq.edu.au/student-services

UQ Sport

UQ Sport manages extensive sporting facilities on the St Lucia campus including the Aquatic Centre, Sport and Fitness Centre, Athletics Centre and Tennis Centre, as well as offering a wide range of programs, events and activities. For more information, see www.uqsport.com.au

UQ Union

UQ Union is a representative organisation run by students for students. The Union provides many support services (free legal advice, academic advice and advocacy, an employment service and more) as well as representing students to the University and Government. The Union has more than 150 affiliated clubs and societies which you can join, one of which is PRESS (Postgraduate Research Engineering Student Society). For more information, see <http://www.uq.edu.au/study/?page=1078>.

Information Technology

- *EAIT Information Technology Infrastructure Group* provides help for any IT problem help.eait.uq.edu.au. Email: helpdesk@eait.uq.edu.au. They are your first contact for any IT related issues in the School.
- *Information Technology Services (ITS)*: ITS manages the core University computer systems and provides you with your UQ Sign In username and password. For ITS information, see www.its.uq.edu.au.
- *UQconnect*: UQconnect is the University's Internet Service Provider and provides you with free Internet access (uqconnect.net).

8.0 KEY CONTACTS

Faculty of Engineering, Architecture and Information Technology (EAIT)

Executive Dean:	Professor Simon Biggs
Associate Dean (Research):	Professor Stuart Crozier
Associate Dean (Academic):	A/Professor Peter Sutton
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Facilities, infrastructure and OH&S:	facilities@eait.uq.edu.au
Information technology:	helpdesk@eait.uq.edu.au

School of Chemical Engineering

Head of School:	Professor Peter Halley
School Manager:	Mr Stephen Coombs
Postgraduate Co-ordinator:	Dr Karen Steel
Administrative Services:	Miss Hayley Sycz or Ms Maata Moka
School Office Location:	Level 3, Don Nicklin Building (74)
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General administration e-mail:	enquiries@chemeng.uq.edu.au
Website:	http://www.chemeng.uq.edu.au/
Finance:	finance@chemeng.uq.edu.au
Human Resources:	hr@eait.uq.edu.au

UQ Graduate School

Executive Dean	Professor Alastair McEwan
Deputy Dean:	Associate Professor Stephan Riek
Director	Ms Belinda Bern
School Office Location:	Level 6, John Hines Building (62)
Telephone:	+61 (7) 334 60503
Email:	All enquiries: graduateschool@uq.edu.au http://www.uq.edu.au/grad-school/

Website:

9.0 TERMINOLOGY

Advisory Team

The Advisory Team is comprised of a Principal Advisor, and one or more Associate Advisors. The members of the Advisory Team should discuss the distribution of advisory duties among the team so that you have a clear understanding of who to consult about particular aspects of your research and candidature. The members should also discuss how differences of opinion about the direction of the research or the content of the thesis will be resolved.

Associate Advisor

Associate Advisors assist in your progress towards the successful completion of your Higher Degree by Research program. They provide relevant expertise that enhances your research work, or a particular part or aspect of it, and they may provide you with professional, community, international, or interdisciplinary links.

Normally, the school appoints an Associate Advisor (or advisors) when recommending a candidate for admission to candidature, however the appointment of a suitably qualified associate advisor must be made no later than Milestone 1: Confirmation of Candidature.

Candidate

Any student enrolled in an MPhil or PhD program through the School.

Chair of Examiners

The Chair of Examiners is an internal reviewer with relevant academic expertise in the area of research of which the thesis forms a part. They provide assurance at several points during the assessment process that academically appropriate action is taken on the recommendations made by the external Thesis Examiners. The Chair of Examiners does this by:

- reviewing your corrected thesis and ensuring that all recommendations made by the Examiners have been appropriately incorporated into the thesis or their absence defended.
- if requested, providing advice to the Dean of the UQ Graduate School about the Dean's preliminary view of the outcome of the thesis assessment, based on a review of the recommendations in the Examiners' reports.

Chair of Milestone Review Committee

The Chair of the Milestone Review Committee is a suitable academic from UQ (usually from your School) not involved in your research, who contributes to the milestone review process. It is usual for this person to participate in all three milestones and also act as Chair of Examiners during the thesis examination process.

Graduate School

The Graduate School has academic responsibility for the Doctor of Philosophy (PhD) and Master of Philosophy (MPhil) programs and are UQ's regulatory body for all matters relating to the HDR journey.

Induction

Inductions must be completed prior to commencing study as it is a means of providing information to new candidates. It also provides an opportunity to complete required paperwork.

Milestone Review Committee

The Review Committee is comprised of at least three members of the School who are appointed for each candidate. The essential members are:

- Chair of Milestone Review Committee
- Advisory Team
- at least one other member who is not part of the Advisory Team and who has expertise in the general area of the thesis project. They do not necessarily need to be a UQ staff member but should have an equivalent standing.

Postgraduate Co-ordinator

The Postgraduate Co-ordinator is an experienced senior member of the School's academic staff who acts as the Head of School's delegate in making academic, administrative and (in some instances) resource decisions across the range of disciplines covered by the School. The Coordinator is the first point of academic guidance and advice for prospective and current candidates.

Administrative Officer

The Administrative Officer is usually the first point of administrative guidance and advice for prospective and current candidates. The Officer assists in administering aspects of student candidature such as leave, milestones and assessment, and maintains the School's student files and records.

Principal Advisor

The Principal Advisor guides and facilitates your research work and provides the principal intellectual engagement with your research topic and its development. The Principal Advisor also monitors the quality of the work and assures the University (and, through it, the wider academic community) that the quality of the work is appropriate to the degree for which you are enrolled, meets the research protocols appropriate to the discipline, and complies with all appropriate ethical, regulatory, and procedural requirements. The Principal Advisor also ensures that you meet all academic requirements of the program; and that all relevant parties are kept informed of your current academic progress and of any relevant personal, academic, technical, or resource-related issues that may affect your progress.

Thesis Examiner

The Thesis Examiner assures quality to the University and to the research community and adds pedagogical value to your research experience. Individual Examiners must either hold a degree of a level equivalent to or greater than the one the thesis is being assessed for, or have an outstanding record of demonstrated research ability and performance plus previous experience as an Examiner of theses at a level equivalent to or greater than the one the thesis is being assessed for. All Examiners must be external to the University.

UQ Terminology

See www.uq.edu.au/study/terminology

Appendix 1: Induction

Notification of Arrival	<ul style="list-style-type: none"> • Please notify the School of your commencement date a minimum of 2 weeks prior to arrival (via email to rhdenquiries@chemeng.uq.edu.au)
School Induction	<ul style="list-style-type: none"> • On the day you commence your Higher Degree by Research, you will undertake an initial induction with the School Administrative Officer.
Online Inductions Safety	<ul style="list-style-type: none"> • Complete the following MANDATORY online training modules: https://learn.uq.edu.au/. <ul style="list-style-type: none"> ➤ General Workplace Safety Induction ➤ Annual Fire Safety • The following courses may be required depending on your type of work (these will be identified in the Training Needs Analysis discussions with your Supervisor) <ul style="list-style-type: none"> ➤ Biosafety ➤ Chemical Safety ➤ Compressed Gases Safety ➤ Computer Workstations –Design and Adjustment ➤ Field Safety ➤ Hand Tool Safety ➤ Laboratory Safety Induction ➤ Risk Management Training • Other online UQ Inductions/Training <ul style="list-style-type: none"> ➤ UQ Privacy Training ➤ EO Online Equity and Diversity Training • Complete the MANDATORY Academic Integrity online training module (click on Student Messages): https://www.sinet.uq.edu.au/ps/uqsinetsignin.html <p>These online training modules take approximately 30 minutes each to complete and at the end of each module you will be issued a certificate and your competency will be recorded. The certificates should be printed and presented to the Building Manager before you undertake the Building Induction.</p>
Building Induction	<ul style="list-style-type: none"> • Once you have completed the online inductions, you will need to arrange your building specific induction with the EAIT facilities team (facilities@eait.uq.edu.au). • Keys for your office are available from the Building Manager once you have completed the required inductions. This can be arranged by visiting Level 7 of the Sir James Foots building 78 or by email request to facilities@eait.uq.edu.au

Library Introduction	<ul style="list-style-type: none"> Optional – you can arrange for one by sending an email to Mrs Phil Yorke-Barber (p.yorke-barber@library.uq.edu.au).
Student ID	<ul style="list-style-type: none"> The Administrative staff member will complete an Online Commencement form with you on your first day. The Graduate School uses the information on this form to activate your enrolment and will email you to confirm the form has been processed. You will be able to obtain your student ID card one day after you receive this email.
Lab Induction	<ul style="list-style-type: none"> Completed with your Supervisor or the Laboratory Manager before commencing work in a Laboratory.

Hope you have an enjoyable time at UQ