



# Research Higher Degree Student Handbook

## DISCLAIMER

This handbook has been produced and edited by the Office of Research and Higher Degrees at the University of Southern Queensland. This handbook represents information that was correct at the time of printing. Please refer to the live document on the USQ Research web (<http://www.usq.edu.au/research>) for an up-to-date and complete copy including links to policies and procedures referred to throughout this handbook.

The Research Higher Degree Student Handbook is intended for future and current research candidates, future and current academic supervisors and University staff, as a guide to the pathway to completion of a research higher degree at the University of Southern Queensland.

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# Message from the Deputy Vice-Chancellor (Scholarship)

**Professor Graham Baker**



Research and innovation are amongst the most rewarding and important functions of the Australian University sector, and we at USQ are proud of the contributions we make to our society, our communities, the advancement of knowledge, and economic prosperity as a result of our research endeavour.

USQ has concentrated its research agenda around four high level themes – sustainable systems initiative; healthy communities; regional advancement and future technologies; and digital futures. The themes speak to our commitment to make a difference to society and our environment in a meaningful way. They embody the major issues of importance to the University and our constituents.

Within these, there are formal structures of Research Centres and Faculties which host the major focus and contributions. Most students will conduct their research through one of our Centres supported also by a host Faculty dependent on their discipline. There are currently nine University Research Centres:

- Australian Centre for Sustainable Catchments (ACSC)
- Australian Centre for Sustainable Business and Development ACSBD)
- Centre of Excellence for Engineered Fibre Composites (CEEFC)
- Centre for Research in Transformative Pedagogies (CRTP)
- Centre for Rural and Remote Area Health (CRRAH)
- Centre for System Biology (CSBi)
- Computational Engineering and Science Research Centre (CESRC)
- National Centre for Engineering in Agriculture (NCEA)
- Public Memory Research Centre (PMRC)

Within these, there is a wide variety of exciting research questions and topics for you to pursue. The broad fields of interest include: climate change, climate change adaptation, sustainable catchments, water resources, precision agriculture, plant genetics, sustainable business and economic development, food security, energy resources, clean energy futures, regional and population health, biomedical science, health services and informatics, computational engineering and science, advanced materials and structures, online learning and pedagogy, youth and leadership, digital futures, public memory, and cultural sustainability.

The role you play as a research higher degree student is of paramount importance to us. The research outcomes you will achieve are as significant to the University as they are to your development and career options, and it is our explicit design to help you succeed in your 'learning journey'. We value the research you do with us and we are committed to helping you to achieve your chosen futures.

The relationship you hold with the University is quite different from the earlier stages of coursework study. It starts with the choice of research topic and the staff member(s) to supervise your work, and continues all the way through to graduation in the personal environment of a research team. After graduation, we look forward to maintaining that relationship with you as a higher degree alumnus of the University.

This is an exciting time of life and we are delighted that you have chosen to start your research career here at University of Southern Queensland. Welcome to you all.

**Professor Graham Baker**  
Deputy Vice-Chancellor (Scholarship)

# Message from the Pro Vice-Chancellor (Research Training)

**Professor Frank Bullen**



A warm welcome to all research higher degree candidates (RHD candidates) and their supervisors to this first complete handbook for our graduate research candidates. The document is alive in that the current version is that which is online and I urge all staff and research students to maintain their currency with respect to policies and guidelines. I also strongly urge all commencing candidates to read the book and become familiar with the terms, conditions, policies, procedures and processes supporting graduate research study at the University of Southern Queensland (USQ).

The purpose of the USQ HDR Handbook is to provide important information to our RHD candidates spanning from enrolment to graduation, including all the stages of candidature and critical milestones. Since all documentation cannot be kept in the one document, URL links are provided to specific policies in guidelines where appropriate. The Handbook sits on the Office of Research and Higher Degrees (ORHD) website and I recommend that candidates check that website regularly for updates in the Handbook and notification for seminars, workshops and other events.

It is USQ's goal to provide our research candidates with a high level of support and care as they travel their journey from enrolment to graduation. This journey will be enhanced by an academically rich research environment, including highly qualified and expert research supervision. Candidates should recognise that the most important ingredient of the research journey is themselves. The University expects its research candidates to be equipped with an appropriate academic background, able to form and be part of a research team, be enthusiastically self-motivated and communicate efficiently via all media.

I wish all candidates success in their studies and look forward to conferral of their research higher degree and Graduation Day.

**Professor Frank Bullen**

Pro Vice-Chancellor (Research Training)

# Message from the Director, Office of Research and Higher Degrees

**Ms Katrina Hall**



The Office of Research and Higher Degrees (ORHD) welcomes you as a Higher Degree Research student at the University of Southern Queensland. This Student Handbook has been prepared by us to assist you in undertaking your higher degree by providing information about a number of key areas that you will need to consider throughout your study at USQ.

The ORHD has an important role within the University's research environment, providing the highest standards of graduate research administration and offering a range of academic activities that contribute to the success of the University's research training programs.

This Handbook is an expression of our commitment to quality assurance and excellence in higher degree research administration. The Handbook is designed to be an accessible document incorporating USQ policy decisions. Any policy changes that are made during the year will be reflected on the Handbook website.

The Handbook is also a resource to guide students and supervisors through enrolment, confirmation, changes to candidature, submission and examination procedures. It provides information on the *Australian Code for the Responsible Conduct of Research*, Ethics Approval and Intellectual Property.

If, at any stage, you have queries or concerns regarding any aspect of your candidature, please contact the Office of Research and Higher Degrees which is located on Level 5, S Block (Toowoomba campus). Mr Lester Norris (HDR Student Manager), Mrs Annmaree Jackson and Mr Douglas Eacersall (HDR Student Officers) are available to assist you and can be contacted on [orhd@usq.edu.au](mailto:orhd@usq.edu.au).

The ORHD provides a wide range of support services including:

- advice on how to apply for a Higher Degree Research (HDR) program
- management and provision of information on research scholarships
- advice on resources and training available to research candidates
- ethics application and approval, when undertaking research involving humans, animals and/or biosafety matters
- management of candidate progression within a research higher degree, including biannual progress reporting; confirmation processes and monitoring of enrolment
- management of the examination of dissertations (theses).

I would encourage you to read through this Handbook early in your candidature and familiarise yourself with the rules governing your degree, and the various milestones such as confirmation and examination. I wish you success throughout your studies at USQ and look forward to your successful completion.

**Ms Katrina Hall**

Director, Office of Research and Higher Degrees

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# Why study at USQ?

Our students come from over 100 countries, and are at different stages of life – which means they have different needs from the university they are studying at. This is why we remain flexible to their needs, whatever they may be. If you decide to join us, you can normally study at one of our three campuses, by distance education or through a USQ Education Partner. Choose the study mode that suits you.

We realise that circumstances change, so even if you move to the other side of the world, you can still be a USQ student and complete your qualifications. Similarly, if your family or work situation changes, you might decide to lighten your study load or increase to full-time study. It is entirely up to you.

## **YOU CAN STUDY WHEREVER YOU LIKE**

Studying with USQ means flexibility. You can choose to study on-campus, by distance education within Australia or off-shore through a USQ Education Partner, or a custom-built combination of all these options.

For international students studying on campus who need to return home, you can complete your studies by distance education.

## **YOU WILL BE MUCH MORE THAN A NUMBER TO US**

At USQ, we get to know our students. We not only challenge you to achieve your goals, we work with you to get you there.

As an on-campus student, you will be part of a University with an enviable international reputation, enjoying the benefits of face-to-face contact with your supervisory team.

As a distance education student, you will enjoy the benefits of studying with a University that has many years experience providing education to students from all over the world.

## **YOU WILL LEARN FROM EXPERIENCED AND HIGHLY QUALIFIED ACADEMICS**

USQ academics are recognised throughout the world for their excellence in research. Many members of the academic staff have won prestigious competitive grants, and have been

published in world recognised journals. Some of the projects you can tap into are at the forefront of cutting edge research.

## **YOUR EMPLOYMENT PROSPECTS WILL BE ENHANCED**

USQ graduates are highly sought after in the national and international workforces. USQ is consistently voted in the top 10 for graduate outcomes amongst Australian universities.

## **YOUR NETWORK WILL BE MULTINATIONAL AND VAST**

As a USQ student, you become part of a very extended family. Currently there are approximately 25,000 USQ students completing their studies throughout Australia and the world, and over 80 nationalities are represented across our three Australian campuses.

## **YOU'LL BE STUDYING IN A SAFE, FRIENDLY, LOW COST ENVIRONMENT**

USQ on-campus students experience a safe and friendly multicultural environment. With modern facilities and a relatively low cost of living compared to major cities, USQ is an affordable option without compromising on a quality education. An economical range of quality accommodation providers are within walking distance of all campuses.

## **YOU WILL BE STUDYING WITH AN AWARD-WINNING UNIVERSITY**

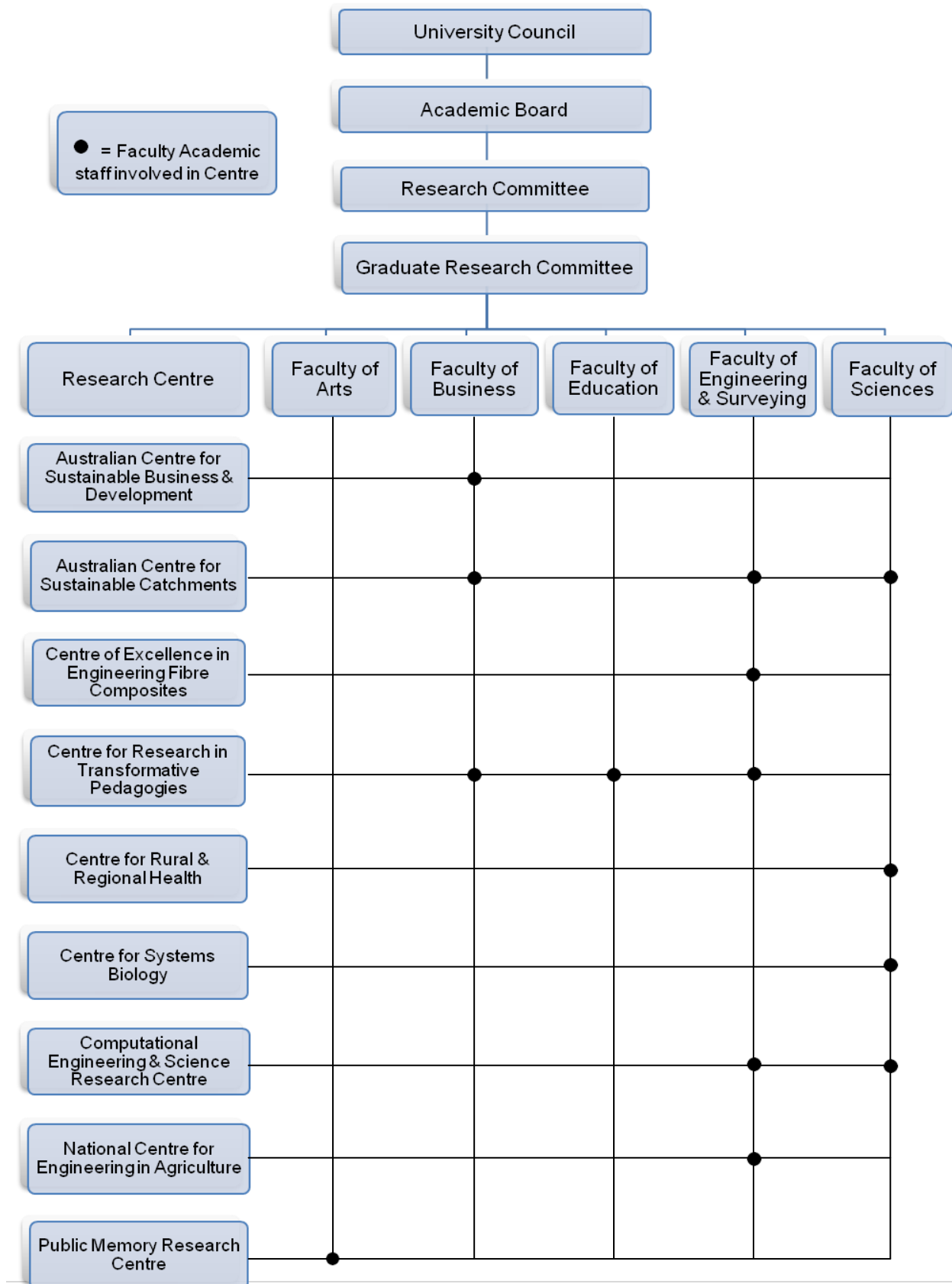
Recognition from independent bodies include:

2007	Carrick Institute for Learning and Teaching in Higher Education Awards for Programs that Enhance Learning
2007	Carrick Citations for Outstanding Contributions to Student Learning
2006	Carrick Awards for Excellence in Australian University Teaching
2005	Distance Education Training Council Accreditation
2004	Commonwealth of Learning Award for Excellence for Institutional Achievement

2000-2001 Joint winner of the Good Universities Guide 'Australian University of the Year' for developing Australia's e-University

1999 Vote the 'World's Best Dual Mode University' by the International Council of Open and Distance Education (ICDE)

# Framework of Research at USQ



# Research opportunities at USQ

University of Southern Queensland (USQ) is involved in innovative research across a wide range of disciplines.

Research expertise is available through our five faculties in discipline areas of:

- Business, Commerce and Law
- Creative and Visual Arts
- Education
- Engineering and Spatial Science
- Humanities and Communication
- Health
- Information Technology
- Sciences

USQ also hosts a growing number of research centres which specialise in a wide variety of cross-disciplinary areas. The research centres aim to build a community of researchers and research students that engage in the highest quality innovative research through interdisciplinary engagement.

USQ's research centres include:

- Australian Centre for Sustainable Business & Development
- Australian Centre for Sustainable Catchments
- Centre of Excellence in Engineering Fibre Composites
- Centre for Research in Transformative Pedagogies
- Centre for Rural and Remote Area Health
- Centre for Systems Biology
- Computational Engineering and Science Research Centre
- National Centre for Engineering in Agriculture
- Public Memory Research Centres

For further information on research centres, research groups, grants and projects, publications, affiliations and membership, go to: <http://www.usq.edu.au/research>

## Your USQ Support Network

There are qualified staff and many resources available if you ever need help. If you find you are facing problems of any kind, do not keep it to yourself. Our highly trained staff are always happy to help you.

Most people need help at some stage in their life, and it's a big step undertaking a research higher degree, particularly if you have to move to a new town, country and culture. So don't feel bad about asking for some assistance or advice.

In most cases, research candidates should discuss any issues with their supervisory team. Candidates can also discuss issues with their Head of Department/School, the Associate Dean (Research), the faculty's research administrator, or staff in Student Services section.

It is also a good strategy to keep the Research Higher Degree Student team within the Office of Research and Higher Degrees informed of any issues as they arise. They are always available

to provide advice and assistance, and where necessary refer you for further assistance. Your options will be outlined for you, so an informed decision of how you wish to proceed with your studies can be made by you. All matters are treated confidentially.

### Library Support

Staff and Researcher Support website, is a collection of resources, including traditional print based material and electronic resources, to help enhance skills in relation to seeking, finding and evaluating information resources when researching.

For further information on resources on offer for research students please go to the Library, Staff and Researcher Support website located at: <http://www.usq.edu.au/library/services/staffresearch>

## Learning and Teaching Support Services

- [Management of course readings and texts \(online and print\)](#)  
Explains how online course readings and high demand material can be made available for students
- [Information research development](#)  
Explains information literacy and the scaffolding of information research development
- [Selecting and ordering resources](#)  
Provides information on who to contact, resource suppliers and contacts for the selecting and ordering of resources for the USQ Library

## Research Support Services

- [Depositing your research and theses in USQ ePrints](#)  
Provides links to information about depositing articles and theses, copyright issues, [research dissertation submission form](#), as well as other information about this service.
- [Finding and obtaining theses and dissertations](#)  
For information about how to find and obtain Australian and international theses and dissertations.
- [EndNote](#)  
For downloading EndNote, connection files, styles and other support.
- [Obtaining non-USQ resources via Interlibrary Loan Services](#)  
Outlines how to request material such as books and articles not available in USQ Library.
- [Journal evaluation and publication](#)  
A list of resources to assess the quality of publications.

## Minimum standards of support

[Minimum standards of support for research higher degree students](#), these standards are in relation to facilities and resources for on-campus research students who are enrolled at USQ on a full-time basis, and include:

- Photocopying, faxing and printing services

- Information technology and departmental technical support
- Full library services, including access to subject librarians
- Personal work space, lockable storage space
- Personal computer and telephone access
- Postage and courier
- Stationery
- Contribution towards the costs of binding and printing dissertations

On-campus attendance by students and access to facilities by off-campus and part-time students should be discussed as part of the application process for candidature.

In addition to the minimum standards, candidates may also receive additional financial support from their Faculty or Research Centre for research opportunities, such as professional development or presenting their publications at a recognised peer-reviewed conference.

## Academic and Personal Support

Research higher degree students have access to all [student services at USQ](#), including health and counselling, accommodation assistance, disability resources and careers and employment. There is also specialised support for [Indigenous students](#) and [international students](#).

## Student Services

When you study with us, we provide the academic and personal support needed to successfully complete your program.

These services are available free of charge and include:

- assistance with finding [accommodation](#)
- assistance with [budgeting and financial matters](#)
- [personal counselling](#)
- assistance with gaining [employment](#)
- [medical and health services](#)
- support for students with [disabilities](#)
- support for [Aboriginal and Torres Strait Islander students](#)
- support for [distance education students](#)
- support for [Elite Athletes at USQ](#)

## Learning and Teaching Support Unit

LTSU also grant financial support in the form of [scholarships](#), prizes and bursaries to our students who are Australian citizens or holders of permanent resident visas.

You can take advantage of USQ's online learning and support systems. To ensure you can access our systems we recommend that your computer should meet our [computing standards](#). LTSU provide computing help if you experience problems.

The [Student Guild](#) is a non-political and non-religious support service for students, providing academic advice and cultural, social and welfare services to all USQ students.

LTSU provide a learning environment that gives you the chance to develop a range of attributes and [qualities](#).

## The Learning Centre

The Learning Centres are located at all three campuses. [Learning and Teaching Support Unit](#) (LTSU) staff use these facilities to provide free academic support sessions/consultations to students. Each semester, a timetable of the LTSU sessions is placed on relevant notice boards. A range of self-access materials is made available for students to access. Students can use these facilities for quiet study after making booking a session at: <http://www.usq.edu.au/learningcentre/>.

Students can also access a wide range of information and help through this link.

## Academic Support Unit

LTSU provides free academic learning support for undergraduate and postgraduate students in any USQ course. Staff help students develop a range of learning skills at a university level relating to academic language and mathematics. This support includes:

- workshops
- drop in sessions and one consultations
- one-on-one consultations
- small group sessions
- lectures on common problem areas
- embedded workshops in lectures in collaboration with academic staff

Areas of support include: academic writing, academic reading, professional presentations, grammar, understanding university assignment tasks, structure and organisation, developing strategies for academic success, mathematics communication, technical communication, graphs, and working with linear equations. Please note that advisers do not proofread assignments or other work.

Students can talk with learning advisers in person, by phone or via email, drop in to The Learning Centres, or make an appointment. Times of these services are advertised as appropriate.

To make an appointment or request details about upcoming sessions on general academic topics, contact The Learning Centre at: <http://www.usq.edu.au/learningcentre/>.

Details of the academic support sessions will be provided via posters, the plasma screen in the foyers, Campus Update, and at The Learning Centres.

# Thinking About a Research Higher Degree at USQ?

## What is research study?

Research study and experimental development involves critical and creative activities and disciplined methods of inquiry undertaken on a systematic basis in order to increase the stock of knowledge of humans, culture and society, and the use of this stock of knowledge to devise new applications.

The goal of research is the publication, public demonstration and practical application of research findings.

## What can I study?

A research program of study at USQ contains a research component of between 66% to 100%, and may be at either the doctoral or masters level.

USQ invites applications from suitably qualified applicants for the following programs:

### Faculty of Arts

- Doctor of Philosophy (DPHD)

### Faculty of Business

- Doctor of Philosophy (DPHD)
- Doctor of Business Administration (Research) (DBAR)
- Master of Business Research (MBSR)

### Faculty of Education

- Doctor of Philosophy (DPHD)
- Doctor of Education (DEDU)

### Faculty of Engineering & Surveying

- Doctor of Philosophy (DPHD)
- Engineering Doctorate (ENGD)
- Master of Engineering Research (MENR)
- Master of Spatial Science Research (MSSR)

### Faculty of Sciences

- Doctor of Philosophy (DPHD)
- Master of Science Research (MSCR)

## Identifying a supervisor

Choosing a supervisor is an important decision. The ideal supervisor is knowledgeable of your potential research area and has good research skills and experience. They must also be someone you will feel comfortable working with for the duration of your studies in a research program.

Prospective candidates to a research higher degree are expected to be proactive in all areas of their candidacy including locating potential supervisors. It is also expected that the prospective candidate will have undertaken some initial research on their proposed topic so that they can discuss with the supervisor how they will undertake the research, results expected and how this will add to the body of existing knowledge.

When liaising with prospective supervisors, applicants may wish to explore the research experience of the supervisor. Do they publish in quality journals? Do they attract external funding? How many research students have they supervised to completion?

The relationship between a candidate and their supervisors can be likened to a partnership. It's important to put the ground work in beforehand to avoid problems later. The Office of Research and Higher Degrees understands not all relationships will work out and there are processes to follow if this occurs. Refer to ['Change of Supervisory Team Form'](#).

## Making Contact

Email is generally the best option to contact a potential supervisor.

Supervisors receive a lot of requests to take on research candidates. Applicants should be sure to outline their proposed research and how they think this would fit into the academic's area of research interest.

Supervisors are unlikely to respond to a request if it is evident the applicant has not undertaken any background investigations or does not demonstrate their potential to be a self-directed research candidate.

Applicants should be specific in sending requests for supervision only to those supervisors that have current interests in the proposed area of research. Again, a non-specific request sent to numerous supervisors is likely to be ignored.

If applicants wish to follow up with a prospective supervisor, they must remember to be polite and have allowed the supervisor sufficient time to respond to their initial enquiry (at least one week). Supervisors have many responsibilities including teaching, undertaking their own research, supervising other candidates, as well as liaising with prospective research candidates.

### How to Locate a Potential Supervisor

A list of faculty academic staff and their areas of research interest is available from:

#### Faculty of Arts

- <http://www.usq.edu.au/arts/contact/staff/academicstaff/>
- <http://www.usq.edu.au/~media/USQ/Arts/Research/POSTGRADUATESUPERVISORS.pdf>

#### Faculty of Business

- <http://www.usq.edu.au/business/research/potentialphdsupers>

#### Faculty of Education

- <http://www.usq.edu.au/education/research/staff%20expertise>

#### Faculty of Engineering & Surveying

- <http://www.usq.edu.au/engsurv/research/str engths>

#### Faculty of Sciences

- <http://www.usq.edu.au/sciences/research/>

Alternatively, applicants can use the USQ Experts search tool. You can search by keyword, name, or expert category. <http://webnet.usq.edu.au/USQExperts/default.aspx>

## Refining the research topic

Once applicants have identified a prospective supervisor and the academic has indicated their willingness to supervise the applicant, it is time to refine the proposal.

The "Preliminary proposal" form is available to be downloaded from the Research website <http://www.usq.edu.au/research/Forms>. This is designed to assist applicants in thinking about their research topic, how they will undertake it, the resources they will require and how the research will add to the body of existing knowledge.

The prospective supervisor may guide applicants in preparing the preliminary proposal form, however it is expected that the applicant will undertake the majority of the work to complete it. Applicants should remember that they are applying to become an academic-in-training. The proposal does not need to be perfect at the time of application, however the university does expect applicants have given their proposed research a great deal of consideration. If accepted applicants will refine their topic further in the first 1/3 of their studies as they undertake their literature review and confirmation process.

## Application closing dates

Applications for admission to a research higher degree are received at any time throughout the year. However, applicants should note that if they wish to commence by a certain date or semester they should allow sufficient time for their application to be assessed, and if successful, their enrolment to be processed.

International students should also allow sufficient time to enable them to obtain their visa and make travel arrangements

## Application assessment timelines

On average, applications for admission to a research higher degree take four to six weeks to be assessed and a decision to be approved by the Research Committee.

This timeline may be extended if:

- incomplete documentation is supplied at the time of admission
- the applicant has not discussed their proposed research with a potential supervisor and secured agreement that the supervisor is interested in supervising the project.

## Advice of application decision

Successful applicants are provided with an offer of admission letter.

Unsuccessful applicants are provided with a letter indicating their application was not successful and outlining the reasons why.

## Meeting entry requirements

Information on the academic, English language and other entry requirements for each program is available from the USQ Handbook.

To locate this information, search for your program of interest from the USQ homepage <http://www.usq.edu.au>. Choose "Programs and Courses" from the menu. Type in the program name and press enter. Choose your program from the search results and browse the specific information.

In addition, International applicants who are applying for a research higher degree must demonstrate their proficiency in the use of English Language by having one of the following:

- IELTS (Academic Training only) – 6.5 (or better) with no component lower than 6.0
- TOEFL (paper based) – 570 (or better) with minimum test of written English score of 5
- TOEFL (electronic) – 230 (or better) with essay rating of at least 5.
- TOEFL (internet based) – 90 (or better) with 20 minimum in all bands
- Successfully completed a) high/secondary school; b) 'A' level; or c) any post secondary program (over a period of at least two years of full-time study) in either Australia, New Zealand, United Kingdom, United States of America or Canada and where English was the mode of instruction.

## Alternative Pathways

If applicants do not meet the entry requirements outlined in the USQ Handbook, the Research Committee may approve an alternative pathway for admission. Alternative pathways are assessed on a case-by-case basis and are not automatically approved. Examples of pathways that may be considered as suitable by the Research Committee include:

- English Language – Candidates may be conditionally offered a place in a research program of study provided they successfully complete an approved English Language program, such as USQ's Elicos and Uniprep programs within set time limits.
- Coursework masters program with significant industry experience

## Expected study timelines

Candidates in a 24-unit doctoral program are expected to complete their studies and submit a quality dissertation for examination within three (3) years full-time, (or six (6) years part-time.) For master level programs, candidature is calculated on a pro-rata basis. For example, a 12-unit program would be one and a half (1.5) years full-time or three (3) years part-time.

Candidates who wish to extend their studies beyond this time must apply to the Research Committee through the Office of Research and Higher Degrees. Approval for an extension may be granted for a period of up to 6 months if the candidate can adequately demonstrate that the delay in progress has occurred for reasons beyond their control and their request is supported by the relevant Faculty.

It is expected that candidates have adequately managed their candidature in previous semesters. Please refer to the section on 'Managing Enrolment' for further information.

## Research higher degree program vs. coursework program

Undertaking a RHD requires a much greater commitment of time than a coursework program. It is expected that candidates will spend between 36 - 40 hours per week for 48 weeks of the year for full-time enrolment, and 18 – 20 hours per week for 48 weeks of the year for part-time enrolment. Enrolment is similar to employment and it is the expectation of the university and supervisors that candidates will treat their program of study accordingly.

RHD candidates are regarded not so much as 'senior students' but 'academics-in-training' and colleagues. It is important candidates understand this distinction and ensure their behaviours and attitudes are reflective of this view.

Candidates will also be expected to take ownership of their enrolment and progress and be proactive in achieving set milestones. It is important however, that if candidates do experience set-backs, whether they be study related or personal, that they keep their supervisory team, Associate Dean (Research), and the ORHD abreast of the situation as issues arise.

## Costs of undertaking a RHD

The cost of undertaking a research higher degree may include:

- tuition fees
- living expenses
- costs associated with undertaking the research including data collection, and travel (if required)

Assistance with tuition fees may be provided through the Research Training Scheme (RTS), for eligible domestic students (refer to RTS section on this page) or a Tuition Fee Scholarship (refer to 'Scholarships offered' section).

### Calculating fees

Candidates can calculate their fees by referring to the Course Fee Finder at:  
<http://www.usq.edu.au/fees>.

Fee structures are determined by:

- what load is studied (i.e. full-time or part-time)
- the specific courses the candidate enrolls
- the year of enrolment.

Some research courses are more costly to run, due in part to the resources required to undertake them. For International students, studying on-campus may also attract a higher fee structure.

In 2010, candidates required to cover their own tuition fees can expect to pay between \$17,760 to \$22,400 for one (1) year full-time in the PhD program. **Note:** Fees are indexed annually.

Whilst it is expected that candidates will adhere to the completion time limits outlined previously, it should be noted that candidates are required to maintain their enrolment (and pay the appropriate tuition fees) until such time that they do submit a quality dissertation for examination. Therefore, the minimum units required are to be used as a guide.

## Research Training Scheme (RTS)

The Research Training Scheme (RTS) is funding provided by the Federal Government for eligible candidates to assist them with their tuition fees for a specific number of units.

### What does it cover?

If approved, RTS funding will cover a candidate's tuition fees in an approved research higher degree program for up to the minimum number of units (as outlined for each research program in the USQ Handbook.)

If candidates do not complete their candidature within the minimum number of units, they will be required to continue enrolling (with approval), and to pay for the appropriate tuition fees each semester until they submit their dissertation for examination.

Candidates in the Doctor of Philosophy (PhD) program may apply for an extension of RTS funding for a further six month period. Approval for an extension will be based on the progress made by the candidate, support from the relevant Faculty, and available funding. Extension requests are not automatically approved. Please refer to the section on '*Variation to Candidature*' for further information.

Candidate's who have undertaken research higher degree training at an Australian tertiary provider within the past three years at the same level, who upgrade from a lower level research higher degree, or receive transfer credit will have the number of units funded reduced by the amount of transfer credit approved.

Candidates who have successfully completed a research masters program are normally eligible for full doctoral level research program funding if they meet the funding criteria.

### Program eligibility

Normally a research higher degree that contains no less than 66% research is deemed eligible for RTS funding. Some programs are excluded from RTS funding at the discretion of the relevant Faculty.

## Candidate eligibility

Research candidates who meet the following criteria may be eligible for RTS funding:

- provision of certified evidence of Australian Citizenship, Australian Permanent Resident or New Zealand Citizenship. (Certified evidence may include a birth certificate, citizenship certificate or passport.)
- admission to an approved research higher degree program at USQ

**Note:** If a candidate has undertaken research studies at another institution (at the same program level) within the three years prior to admission at USQ, a reduced amount of funding may apply. Please contact the Office of Research and Higher Degrees for specific information if you fall into this category.

## Provision of RTS place at USQ

Funding of RTS quota places is assessed at the time of admission, where the candidate has supplied a certified copy of their birth certificate, citizenship certificate or passport, with their application. No further application forms are required.

Funding is at the discretion of the University, and will be dependant upon RTS quota places available at the time of admission.

A candidate will be notified of the tuition fee basis in their offer of admission.

## Scholarships offered at USQ

USQ may offer scholarships to outstanding PhD candidates who have demonstrated research performance, or ability (subject to availability).

Scholarships for research programs outside of the PhD are not currently available.

Candidates should note that scholarships are extremely competitive with only a small number on offer each year.

Refer to the 'Scholarships' website for further information including availability, eligibility criteria and information on how to apply. <http://www.usq.edu.au/scholarships/>

## Types of scholarships

### 'Living Allowance' scholarships

Living allowance scholarships are paid to a candidate as a tax-free fortnightly stipend. Normally, an annual amount of funding is specified. The annual amount may be indexed, depending on the conditions of the specific scholarship.

### 'Tuition Fee' scholarships

Tuition fee scholarships will normally cover part or full tuition fees for a specified number of semesters.

### 'Combination' scholarships

If approved, the combination scholarship will normally cover the tuition fees for a specified number of semesters from the annual scholarship amount. Any funds remaining after the tuition fees have been covered may be paid to a candidate by way of a reduced tax-free fortnightly stipend to assist with their living expenses.

### Other Scholarships

External scholarships may also be offered by private or government institutions outside of the university sector. Candidates are encouraged to source funding available and make application as appropriate.

If successful, the candidate will need to make contact with the Office of Research and Higher Degrees to arrange legal arrangements for funding agreements as required.

## On-campus study requirements

Most research higher degree programs are offered in both on-campus or distance education modes. Check the USQ Handbook program entry for specific information on the program for which you are interested. **Note: some programs are only offered by distance education.**

International applicants should note that on-campus study is only available for CRICOS registered programs. Again, check the USQ Handbook for further information.

External students are expected to travel to USQ at least once for a period of time as negotiated with their supervisory team, at their own expense.

## Relocating to a USQ campus

### Toowoomba

USQ is able to provide students with information on a range of [accommodation options](#). You may choose to live:

- on-campus at [Residential Colleges](#)
- off-campus in share accommodation
- with a family as part of a Homestay if you are an ELICOS/Uniprep student.

Student Services also provides an online [Accommodation Database](#) which assists USQ students to find appropriate accommodation.

Other important considerations to note when choosing accommodation are the [cost of living](#) away from home and the availability of various [transportation](#).

Staff are available to assist you with your accommodation enquiries. Please contact, the Accommodation Officer, Student Services on phone + 61 7 4631 2210.

### Springfield

The [Student Village](#) is a residential community situated within Education City and offers student and staff accommodation, cafes, restaurants, shops and student services in one central location.

Applications for accommodation can be made to the [Springfield Student Village](#).

For further enquiries please contact Student Services' reception at Springfield on +61 7 3470 4400.

### Fraser Coast

Accommodation is also available in Hervey Bay including:

- homestay
- private rental
- shared student accommodation.

Accommodation listings are available on the campus notice board or the online database <http://studenthousing101.com.au/fraser>. For further enquiries, please contact campus reception on +61 7 4194 3133.

For further information, visit: <http://www.usq.edu.au/student-services/accommo-dation>.

# Getting Together an Application for Admission

## Completing the Application Form

Applicants may download the relevant research and higher degree application form from <http://www.usq.edu.au/research/students/apply>.

The following certified documentation must accompany the application form:

- all tertiary level academic transcripts (with grading information included) and award certificates. For Masters level programs, high school level transcripts and certificates should also be included
- birth certificate or relevant pages of passport
- evidence of English language proficiency (minimum IELTS 6.5 with no band less than 6.0 or equivalent). (International students only)
- current curriculum vitae (CV)
- other supporting documentation required for the specific program admission requirements, as outlined in the USQ Handbook entry.

**Note:** Applicants who are also applying for a USQ scholarship will need to download, complete and attach the relevant scholarship application forms which are available from the 'How to apply' web page.

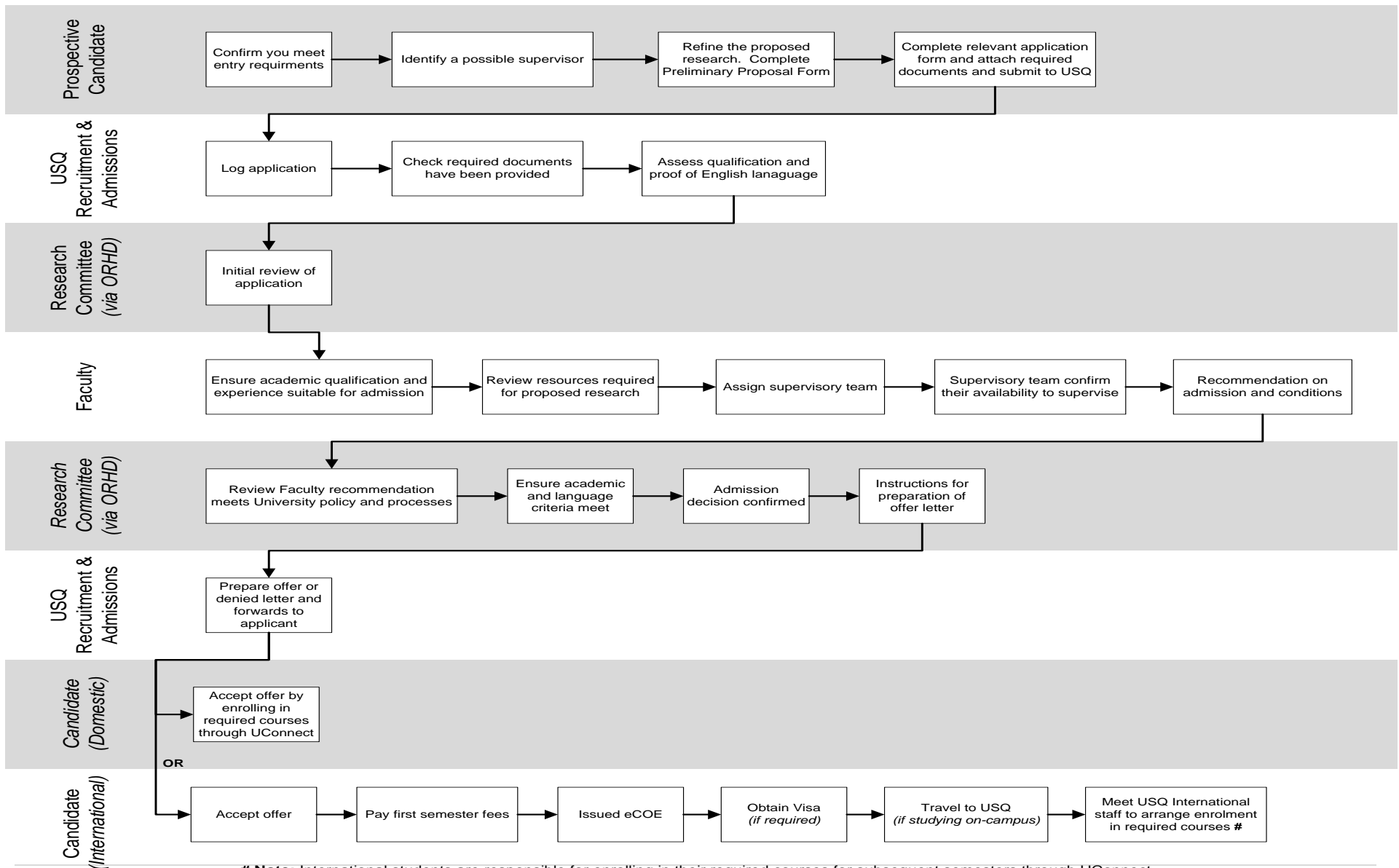
All sections must be completed on the application forms. Delays will occur if USQ has to contact applicants for further information or locate required information to make the admission decision from other sources.

Application for admission and relevant documentation must be sent to the address listed on the application form. Do not send your application (or a copy of it) to your prospective supervisor or the Office of Research and Higher Degrees as this will delay the assessment process.

## Assessment of the Application

Refer to the overview of application to a research higher degree flowchart at the end of this section for details of how your application is processed.

## Overview of Application to Research Higher Degree Process



# Note: International students are responsible for enrolling in their required courses for subsequent semesters through UConnect

# Undertaking a Research Higher Degree

Candidates in a research higher degree at USQ are responsible for managing their enrolment and progressing their research project. As “academics-in-training” it is expected that candidates will manage their time and resources appropriately to meet their expected submission date, and ask for assistance as and/or when required.

Supervisors may guide candidates in their journey, however ultimately the candidate is responsible.

## Australian Code for the Responsible Conduct of Research

The purpose of the *Australian Code for the Responsible Conduct of Research* (the Code) is to guide institutions and researchers in responsible research practices. In describing good practice, this Code promotes integrity in research for researchers and explains what is expected of researchers by the community. In providing advice on how to manage departures from best practice, this Code assists researchers, administrators and the community in this important matter.

For further information on general principles of responsible research, management of research data, supervision of research candidates, publication and dissemination of research findings, authorship, peer review, conflicts of interest, collaborative research across institutions, and breaches of the code (including research misconduct), please refer to <http://www.nhmrc.gov.au/files/nhmrc/file/publications/synopses/r39.pdf>

## Code of Conduct

The Code aims to foster and maintain public trust and confidence in the integrity and professionalism of the University by ensuring that University Members:

- Maintain appropriate standards of conduct
- Develop those skills necessary for the efficient performance of their duties
- Maintain fairness in decision making
- Maintain and enhance the reputation of the University
- Adhere to appropriate ethical standards

The personal and professional behaviour of University Members should conform to the standards that reasonably could be expected of persons in such positions. This includes:

- a commitment by employees to professional standards in teaching, research, administration and community involvement;
- a commitment to the ethics principles for public officials, as defined in the Public Sector Ethics Act 1994;
- the promotion of the rights of employees and students within the University;
- conduct which is professional and which has regard to the University's interests and policies;
- conduct which will not compromise either their position or the University's position;
- a commitment that the University will be regarded as the focal point of the professional life of employees;
- a commitment that academic employees will be [available](#) to ensure that the academic needs of students are met;
- the promotion of an environment that supports the pursuit of knowledge and truth.
- The Code operates in conjunction with common and statute law and does not exclude or replace the rights and obligations of any individual under common and statute law.

For further information, refer to:

<http://www.usq.edu.au/hr/polproc/partc/c1.htm>

## Candidature

At USQ, candidature refers to the period of time from the date of admission until a dissertation is submitted for examination.

It is expected that candidates will complete their candidature within the following time lines from the date of admission.

Program Units	Full-Time	Part-Time
24	Three (3) years	Six (6) years
16	Two (2) years	Four (4) years
12	One and a half (1.5) years	Three (3) years

Candidates may apply to the Research Committee (through the Office of Research and Higher Degrees) to extend their candidature, normally for a period of up to six (6) months. Extensions (if approved) are to allow candidates to complete their dissertation and submit for examination. Please refer to the section on "Variation of Candidature" for further information.

In approving a request for extension of candidature, consideration will be given to the progress the candidate has made to date, the anticipated timelines for completion, any extenuating circumstances that have delayed the project and whether this was outside of the candidate's control, and support from the relevant Faculty. Extensions of candidature are not automatic.

## Enrolment

Candidates in a research higher degree are required to enrol in a/n appropriate course(s) in Semester 1 and Semester 2 from the date of admission through to the date they submit their dissertation for examination, or be on approved leave.

In extenuating circumstances, candidates may be eligible to withdraw from their candidature without academic or financial penalty.

## Taking a Break

### Recreation Leave / Sick Leave

Candidates are entitled to take up to 20 days of recreation leave and up to 10 days of sick leave in each annual year of candidature.

Scholarship students must also liaise with their principal supervisor and apply to take recreation or sick leave on the "Scholarship Leave Form" available from the Research website.

Candidates not on a scholarship must also liaise with their principal supervisor to confirm any dates they will be absent from their studies and/or from campus.

### Leave of Absence

Candidates may apply to take leave of absence from their candidature for up to 12 months for the duration of their candidature.

A leave of absence is not appropriate for candidates who wish to extend their submission date. Rather, a variation of candidature may be suitable. Please refer to 'Variation of Candidature' section.

Leave of absence requests must be supported by the principal supervisor and the relevant Faculty prior to consideration by the Research Committee (via the Office of Research and Higher Degrees). Applications must be submitted prior to commencing any absences.

Leave of absence forms are available from the Research 'Forms' website.

Candidates are required to provide supporting documentation or evidence of their need to take a leave of absence. For medical or psychological reasons, candidates must attach a USQ Medical Certificate completed by a registered Doctor or Psychologist. For extenuating personal circumstances candidates must attach a written statement, with supporting evidence (if possible) as to:

- a) the date the personal circumstances began or changed
- b) how the circumstances affect the candidates ability to study
- c) when it became apparent that you could not continue studying

International students will only be granted leave of absence for compassionate or compelling circumstances. International students must also make arrangements to leave Australia during the leave of absence period unless they can provide evidence from the Department of Immigration and Citizenship (DIAC) of their ability to stay in Australia.

The completion date for submission of a dissertation for examination will normally be extended by the period of leave approved.

The minimum period of leave that can be requested is one (1) month. Multiple requests for leave may be submitted, however may only be approved up to a maximum of 12 months over the duration of candidature.

Leave of absence will not be considered if the student has not successfully completed any courses, or has failed to make satisfactory progress in their program of study.

If approved, the status of the candidature will be amended to 'cancelled'. Whilst candidature is cancelled, candidates are not entitled to access any university resources, including computing and supervision.

It is the responsibility of the candidate to contact the Office of Research and Higher Degrees at least 10 working days prior to re-commencing their studies to enable their candidature to be reinstated.

Candidates who fail to return to their studies following a period of approved leave may have their candidature cancelled.

## Variations to Candidature

### Changing mode of study

Candidates who wish to change from full-time to part-time candidature and vice versa may apply to the Research Committee on the 'Variation to Candidature' request form (available from the Research 'Forms' website).

Changes in mode of study require support from the principal supervisor and the relevant Faculty.

The outcome of the request to change mode of study, including a revised submission date, will be notified to the candidate in writing to the candidate's official university email address.

### Extension of Candidature Time

Candidates may apply to extend their candidature time.

Candidates will be required to complete the 'Variation to Candidature' form, provide a completion plan (outlining the remaining milestones to be completed and dates the milestones will be met), supporting documentation of why the extension is required, and the nomination of a firm (non-negotiable) date for submission of the dissertation. Approval for a period of up to six months may be granted, provided the candidate has made satisfactory progress and the extension is supported by the relevant Faculty.

Candidates who are approved to extend their candidature time will be required to continue to enrol in the appropriate course/s and pay tuition fees (if applicable).

The decision on the application to extend the candidature time will be provided in writing to the candidate via the official university email address.

### Extension of Scholarship

Candidates who receive a University scholarship may apply to extend their stipend payments for a period of up to three (3) months to enable them to submit their dissertation for submission.

The candidate must complete a Variation of Candidature form, attaching a completion plan (outlined in extension of candidature time). Once support is received by the relevant Faculty, the candidate is requested to make an appointment with the Director, Office of Research and Higher Degrees to discuss their situation.

Approval of scholarship extensions will be based on the progress the candidate has made, support from the relevant Faculty and funding available at the time of application. Extensions of scholarship funding are not automatic.

The decision on the application to extend the scholarship will be provided in writing to the candidate via the candidates UMail account.

### **Withdrawing without academic or financial penalty**

The University recognises that occasions may arise in which students find it necessary to drop a course [after the census date](#). In such cases, the academic penalty (i.e. Fail grade) may be waived and the RTS funding/tuition fees reversed if the course is dropped for special circumstances including:

- medical
- family or personal
- employment related
- university or agent error

Information on eligibility, how to apply, supporting documentation required and the process for the review of decisions is available from the following web link:

<http://www.usq.edu.au/currentstudents/policies/waivepenalty/default.htm>.

Please note that applications must be made within 12 months of the end of the period of study in which the course was, or was to be undertaken.

### **Progressing through your studies**

Satisfactory progress in a research higher degree at USQ is measured by:

- bi-annual progress reports
- confirmation process (dissertation proposal)
- grades received for coursework (if applicable)
- submission of a quality dissertation for examination on or before the expected submission date.

### **Progress reports**

Bi-annual progress reports are a compulsory requirement of research higher degree enrolment. They are an important record of the progress made by candidates each semester and may be referred to later in a student's candidature, particularly in the event they request to vary their candidature.

### **Accessing the progress report**

The Office of Research and Higher Degrees will notify candidates by email (to the candidates UMail account) when a progress report is available to be downloaded from the Research website. Instructions and time lines to complete and return the report will also be available from the Research website.

It is important that candidates carefully read the instructions for completing the report to ensure they understand the implications of the information they do/do not include in the report.

### **Who completes a progress report**

Candidates who are currently enrolled in the dissertation (research) component of one of the following programs should submit a progress report.

- Doctor of Business Administration (Research) (DBAR)
- Doctor of Education (DEDU)
- Doctor of Philosophy (DPHD)
- Engineering Doctorate (ENGD)
- Master of Business Research (MBSR)
- Master of Engineering (MENG)
- Master of Engineering Research (MENR)
- Master of Health (MHEA)
- Master of Science (MSCI)
- Master of Science (MSCR)
- Master of Spatial Science (MSPS)
- Master of Spatial Science Research (MSSR)

Candidates on approved leave of absence for the **whole** of the current semester **are not** required to submit a progress report.

Candidates on approved leave of absence for **part** of the current semester, **are** required to submit a report.

## Completing the progress report

Candidates and their supervisors are strongly encouraged to meet to discuss programs and complete the progress report.

If the candidate and supervisor are unable to meet, the candidate should complete the relevant sections and forward to the principal supervisor.

It is important to document any circumstances and/or events which may impact on a candidate's ability to complete their studies either within their scholarship tenure, or before their expected submission date.

When the supervisor completes their ratings and comments, the candidate is entitled to review and comment on them. Therefore the supervisor will return the form to the candidate to lodge with the Faculty by the due date.

## Confidential reports

If a candidate wishes to make a second "confidential" report (i.e. does not wish to refer some or all of their comments to the supervisor) they should contact the relevant Associate Dean (Research) (ADR) to do so.

## Failure to submit a progress report

Failure to submit a progress report by the due date will result in a Fail (F) grade being recorded for that semester.

## Allocation of grades

The Research Committee, through the Office of Research and Higher Degrees, allocates a grade for all research courses each semester.

Normally, candidates who are deemed to be making satisfactory progress (i.e. meeting required milestone dates, and confirmation in particular) will be awarded an 'SP' grade.

Candidates who have submitted their dissertation for examination will be awarded an 'IIP' grade. This indicates the result is incomplete, but in progress, and will be amended to reflect 'P' (Pass) or 'F' (Fail) after the examination result is available. Refer also to 'Examination of Dissertation'.

Candidates who fail to submit a report, or who have been deemed to be making little or no progress (i.e. unsatisfactory progress) will be awarded an 'F' (Fail) grade.

Students with an 'F' grade may be asked to 'Show Cause' why they should remain in the program under Student Academic Policies. Refer also to "Show Cause".

## Grade release

Grades are released to candidates via UConnect after 4.00pm on the official university grade release date. Refer to the Programs and courses Academic calendar for specific dates.

**Note:** Candidates who have a debt to USQ will not have their final grade in any course officially communicated to them nor shall they be permitted to graduate.

## Appeal of graded result

Candidates may appeal against the award of the final grade in a course. Refer to the Appeals section within the USQ Policy Library. Appeals for research owned courses should be forwarded to the Manager, Higher Degree Research Students by email [orhd@usq.edu.au](mailto:orhd@usq.edu.au) in the first instance.

## Confirmation Process

The confirmation of candidature process consists of three (3) components, leading to a recommendation on candidature to the Research Committee.

- a written, formally presented document (dissertation proposal)
- an oral presentation
- written feedback to the candidate and advisory team

Whilst all three components must form part of the process leading to a recommendation on candidature, each Faculty may adapt the format in ways that are appropriate to its discipline. For further information on your Faculty's specific processes please contact the relevant Research Administrator in your Faculty.

## Timing of Confirmation

During the period of provisional candidature and as part of the process of confirming full candidature, candidates shall complete the requirements of the confirmation process within the following timelines. These times are calculated from the date of commencement in the program.

Program	Full-Time	Part-Time
DPHD	12 months	24 months
DBAR, DEDU, ENG D	After completing course work, students have 6 months full time equivalent (FTE) to undertake the confirmation	
MBSR, MENR, MSSR MSCR	6 months	12 months

### The oral presentation

The oral presentation provides candidates with the opportunity to present their dissertation proposal to an appropriate group of disciplinary peers for the purpose of receiving expert and constructive advice about:

- the proposed project
- its scope and feasibility
- the appropriateness of the theoretical approach, methodology, and/or experimental design.

The oral component should be a public forum in which the candidate is given the opportunity to obtain feedback and advice from as many members of the faculty, school or department (and associated research centres) as possible, and in which collective support is provided to the candidate.

An open invitation should be extended to all relevant staff and students; members of the advisory team and the Confirmation Committee.

The oral presentation should be followed by question time. A written and/or audio record of both the presentation and the question time should be made available to the candidate to ensure that the maximum development value is gained from the experience. This gives valuable training in oral presentation and discussion of academic work, which is an essential attribute of all research higher degree graduates.

The principle supervisor should ensure that the candidate:

- is aware of the form and the requirements of the faculty, school or department confirmation process
- has prior opportunities to present their work in an appropriate forum
- is provided with constructive advice on how to present and is given feedback on a draft of the presentation; and
- is encouraged to participate in training in oral presentation skills.

### Dissertation Proposal

The purpose of the dissertation proposal is to clearly set out the:

- goals of the research study
- relationship of the work to the current body of knowledge in the discipline area
- methodologies by which the goals will be addressed
- likely outcomes of the work, together with their significance

For further information on requirements, please refer to "Dissertation Proposal" website <http://www.usq.edu.au/research/students/candidature/disproposal>

The content of the dissertation proposal needs to address the following elements, generally in the order as indicated:

#### 1. Focus of the study (research question) / goals / objective

Candidates should outline exactly what it is they aim to achieve/discover during their course of study. If they have framed a formal hypothesis, which they will be testing, then it should be stated here.

#### 2. Literature review and scope of project

In this section candidates should demonstrate that they have a good working knowledge of the literature relevant to their field of study. In particular they should discuss the current state of knowledge and its present limitations.

In the context of current knowledge, candidates should briefly describe the main elements of their proposed endeavours. Candidates should also demonstrate how their research will fit into the broad framework of theory and knowledge in relevant fields and indicate the extent to which their work will result in an original contribution to understanding in those fields.

### 3. Methodology

Depending on the discipline and research approach, this section will describe how the goals of the study will be achieved. Hence this section might include a description of experiments to be performed and the statistical principles of their design, data collection method and analyses, anticipated difficulties and alternative approaches to combat them. Any progress made in the first 1/3 of the program of study should be reported here.

### 4. Outcomes and significance

This section should focus on a brief description of the expected outcomes of the work in general terms and the likely significance of these outcomes for the discipline and the wider community. Generally it will not be possible to predict specific answers to questions or hypotheses currently being addressed, but it will be possible to outline the benefits of answering them and the unique contribution to knowledge that candidates expect to make.

### 5. Timelines

A timeline or table detailing the planned progress of the project and provision for time to write up the dissertation must be included. Milestones against which progress can be monitored should be identified.

### 6. Figures, tables, references

The inclusion of explanatory figures and tables is encouraged. References to the literature should be provided wherever appropriate and listed in a separate section at the conclusion of the document.

### Dissertation Proposal Review

The review of the dissertation proposal and subsequent written feedback to the candidate by the confirmation committee is intended to assist the candidate to work towards production of a dissertation that will be acceptable to examiners.

The proposal review also provides an opportunity to assess whether the candidate and their supervisors have:

- appropriate Faculty support
- a clear outline of a thesis topic which constitutes an original contribution to knowledge
- an understanding of the potential significance of the work
- determined the methodologies by which the work will be undertaken.

If, after reading a proposal, the confirmation committee has any concerns regarding any of the above issues, it may hold further discussions with the candidate, the supervisors and/or other Faculty members. Where it considers it appropriate, the confirmation committee may request a resubmission of the proposal in full or in part, having outlined specific additions, omissions, or clarifications it wishes to have addressed.

### Written feedback

Following review of the dissertation component and the oral presentation, the confirmation committee is required to provide written feedback to the candidate.

### Provisional to Confirmed Candidature

Once a candidate's oral presentation, dissertation proposal and requested revisions (if required through the written feedback) have been completed, the confirmation committee makes a formal recommendation to the Research Committee on the acceptance of the candidate as a full candidate in the research program.

Once approved by the Research Committee, candidates and their supervisors are advised of their full candidature in writing (email to the candidate's UMail account).

## Ethics

### What is research ethics?

Research ethics is a form of protection of the welfare and rights of participants in research. It is also a mechanism in maintaining professional standards and ensuring public support for research.

The University has an obligation to the Australian Government and the community to ensure that all USQ research involving humans, animals, or genetically modified organisms meets national ethical standards.

### What is Ethics Clearance?

Ethics Clearance means that one of the University's accredited Animal, Human or Bio-safety Committees has considered your project and cleared it of any ethical implications. Ethical clearance must be obtained **prior** to commencing your research otherwise you will be in breach of the *Australian Code for Responsible Conduct of Research* (2007).

## Why Do I Need Ethics Clearance?

Ethical standards need to be met in order to ensure that no harm occurs to research participants and animals and that bio-safety standards are met. Ethical review will improve the design of your project and secure the validity and integrity of your research.

## Do I Need Ethics Clearance?

### Human

USQ Human Ethics clearance must be sought for all **research** involving humans. Your research will need human ethics clearance if it includes the involvement of human beings through any of the following:

- taking part in surveys, interviews or focus groups
- undergoing psychological, physiological or medical testing or treatment
- being observed by researchers
- researchers having access to their personal documents or other materials
- the collection and use of their body organs, tissues or fluids (e.g. skin, blood, urine, saliva, hair, bones, tumour and other biopsy specimens) or their exhaled breath
- access to their information (in individually identifiable or re-identifiable form) as part of an existing published or unpublished source of database

### Animal

USQ Animal Ethics clearance must be sought for all **research** and **teaching** proposals that involve the use of animals. Please consult the USQ Ethics website for more information <http://www.usq.edu.au/research/ethicsbio/animal>

### Bio-safety

USQ Bio-safety clearance must be sought for all **research** and **teaching** proposals that involve dealings with genetically modified organisms (GMOs). Please consult the USQ Ethics website for more information <http://www.usq.edu.au/research/ethicsbio/biosafety>

## How Do I Obtain Ethics Clearance?

1. Consult the USQ Ethics website and your supervisor
2. Familiarise yourself with national ethical guidelines (please see USQ Ethics website)

3. Complete the relevant ethics application (human/animal/bio-safety) found on the website <http://www.usq.edu.au/research/ethicsbio>
4. Forward your completed application via email to [ethics@usq.edu.au](mailto:ethics@usq.edu.au) and in hard copy to:

Ethics Officer  
Office of Research & Higher Degrees  
University of Southern Queensland  
West Street, Toowoomba QLD 4350

## USQ Ethics Process

### Human

The Human Research Ethics Committee (HREC) has two levels of review based on the risk associated with the research. When an application is received by the ORHD, the ethics team shall conduct a risk assessment to ascertain whether the application is of low or high risk. Depending on the level of risk the application is processed as follows:

	Low risk	High risk
Undergraduate/ Postgraduate (Coursework) Student applications	Faculty Chair/Panel	HREC Full Committee Meeting
Staff/Postgraduate (Research) Student Applications	HREC Fast Track Committee	HREC Full Committee Meeting

Applications of low risk normally take up to two weeks for review. Please note: the application may be considered to be of high risk and therefore will have to wait to be reviewed by the Full Committee of the HREC at the next meeting.

Where an application is deemed to be of high risk, it is forwarded for Full Committee HREC review at the next scheduled meeting. Please see USQ Ethics website for submission and meeting dates:

<http://www.usq.edu.au/research/ethicsbio/human/submissionandmeetingdates>

### Animal

There is no expedited review process available for animal ethics. Applications are considered at the next Animal Ethics Committee meeting. For meeting dates please see the USQ Ethics website

<http://www.usq.edu.au/research/ethicsbio/animal/Submission%20and%20Meeting%20Dates>

## Bio-safety

There is no expedited review process available for bio-safety proposals. All proposals whether the dealing is exempt or not requires USQ IBC consideration at the next IBC meeting. Some applications may require a licence from the Office of Gene Technology Regulator (OGTR). The IBC meets on an as needs basis, please contact the USQ Ethics Officer if you require bio-safety clearance.

## National Guidelines

The following national guidelines inform research ethics in Australia:

- *National Statement on Ethical Conduct in Research Involving Humans* (2007);
- *Australian code of practice for the care and use of animals for scientific purposes* (2004);
- *Gene Technology Act* (2000).

For more information, please consult the USQ Ethics website at:

<http://www.usq.edu.au/research/ethicsbio>

## Conditions of ethics clearance

Please note, once ethics clearance has been obtained researchers have continuing obligations to:

- advise of any complaints or concerns in relation to the project;
- make submission for approval of any amendments to the project;
- provide annual progress reports and a final report.

Forms are available on the USQ Ethics website <http://www.usq.edu.au/research/ethicsbio>.

## Workshops

Candidates are encouraged to attend the many workshops available to assist you during your studies at USQ:

- [Ethics and Biosafety](#)- depending on your research, it may be mandatory to attend workshops in relation to ethics and biosafety at USQ. The Office of Research and Higher Degrees will advise you if this is necessary
- [Library workshops](#) - workshops include EndNote, Web of Knowledge database and getting started with Library facilities USQ Library.

[USQ Library eHelp](#) provides information on how to find resources for your studies, including tips on using the Library catalogue, databases and internet resources. Depending on your location, there are a number of ways you can [contact library staff](#) if you require assistance.

## Library Liaison Officer

Each Faculty at USQ is supported by a Faculty Librarian. This person is the first point of contact between the Library and academic staff and researchers and is responsible for ensuring you have access to Library resources and services.

The Library offers the following services to academic staff and researchers. For assistance or further information please contact your [Faculty or Campus Librarian](#).

## EndNote/Referencing

[EndNote](#) allows you to create a database of references and then create in-text citations and bibliographies automatically in your word processor in whatever bibliographic style you choose. You can import records downloaded from an online database and, in some cases, connect to and search an online database or library catalogue directly from EndNote.

The University of Southern Queensland has a site licence to provide EndNote (Windows and Macintosh versions) to postgraduate staff and students at the Toowoomba, Springfield and Fraser Coast campuses. Training in the use of EndNote is also provided.

## Finding and obtaining Theses and Dissertations

Theses and dissertations are important sources of information to researchers. They are rich sources of primary information and original research. They may also give direction for research already undertaken and identify research 'gaps'. Staff and researchers at USQ may obtain theses and dissertations from anywhere in the world.

## Finding USQ Theses

USQ Library holds an historical, print collection of all USQ PhD, Masters (Research) and some Honours theses. These are held in a closed Stack collection at Toowoomba. Major Project dissertations were not collected and retained in the print collection. These theses were collected in print until approximately 2002. A minority of theses are still collected and retained in print format.

- Each USQ thesis and project is individually listed on the Library Catalogue. If you know the author or title, you can do a basic search on these details. To browse through lists of theses and projects, keyword searching is recommended.
- To access these theses within the Library, just note the call number and ask at the Loans Desk. Theses are retrieved from the Stack area on the hour, weekdays between 9am and 5pm. There may be limited retrieval on evenings and weekends depending on staff availability. Theses are not for loan to off-campus students, but sections can be copied and sent.

The majority of USQ theses and dissertations are now collected electronically and retained in the [USQ ePrints](#) repository. These theses are also automatically harvested into the [Australian Digital Theses \(ADT\)](#) collection. They are available in fulltext PDF format.

## Finding Australian and Overseas Theses

- Most Australian and New Zealand universities participate in the [Australian Digital Theses \(ADT\)](#) collection. You can browse or search this collection by keyword, author, institution, and/or year to identify relevant theses.
- Older Australian and New Zealand theses may not be available in the ADT. For these, you may need to search individual university library catalogues and request copies of theses.
- The [Networked Digital Library of Theses and Dissertations \(NDLTD\)](#) is a free website where a number of participating universities around the world provide access to their theses and dissertations in PDF format.

- [ProQuest Dissertations and Theses](#) is an authoritative index and abstract service for doctoral dissertations and masters' theses in North America and Europe. It includes dissertations from 1861 and theses from 1962 to the present. Titles published since 1997 have 24 page previews available.
- The [British Library Public Catalogue](#) indexes more than 140,000 theses submitted for doctoral degrees from almost all UK universities.
- Many other universities' theses in Asia, Africa, South America and Oceania are not indexed in any central repository or database. For these theses, it will be necessary to search individual university library catalogues. Alternatively, a search of [Google Scholar](#) may be useful, if the university's theses are indexed in their own digital repository.

## Obtaining Theses and Dissertations

If a thesis or dissertation is not available in electronic full text (such as in USQ ePrints or ADT), you can still obtain the thesis via [Interlibrary Loan](#). The Library will make every attempt to obtain a copy, either from ProQuest, or from the home institution's library.

- Theses and dissertations can be **very expensive** for the Library to copy and obtain; up to hundreds of dollars. We will obtain a quote for the thesis, based on the number of pages, and advise you of the quoted cost.
  - Staff and researchers can use their Faculty or Research Student interlibrary loan quotas - theses or dissertations will use four or more of the quota, depending on the cost to the Library
- [ProQuest Dissertations and Theses](#) will supply electronic copies of theses. You can either buy these directly via this database or the Library can order the theses on your behalf if you submit an [Interlibrary Loan Request](#) indicating which ProQuest service (below) you would like us to use:
  - Electronic (1997+) - Same day
  - A4 (courier) - 2 weeks
  - A4 (mail) - 4 weeks

- Some institutions and vendors may supply theses and dissertations in print; others may supply an electronic copy in PDF; still others may supply microfiche copies. USQ Library can request print or electronic copies, but these may not be available in all cases. If the thesis or dissertation is supplied in electronic or microfiche format, print copying is at the individual researcher's expense.

## Intellectual Property

### What is Intellectual Property (IP)?

Intellectual property is a generic term for rights arising under, or is capable of being obtained under, legislation relating to copyright, patents, designs, trademarks, circuit layouts, and plant breeder's rights.

### Who owns Intellectual Property at USQ?

The University may claim ownership of all intellectual property, not being copyright, created by academic or general staff during their employment. If the University does not claim ownership however, it will remain with the originator.

The University makes no claim to automatic ownership over the work of students who are not employees of the University.

### More information

The University's IP policy seeks to protect and respect the moral rights of originators of intellectual property and recognises their rights of acknowledgement and participation in decisions regarding the commercialisation and use of such materials created by them.

Please refer to [The University's Intellectual Property policy](#) for full details

### What is Copyright?

- the right to reproduce the work
- the right to communicate the work
- the right to control public performance and screenings
- the right to make adaptations

### Aims of Copyright Law

- to reward people who do creative or intellectual work
- to give incentive to people who create new works

- to stop people getting an unfair advantage from the work of others

### Material Eligible for Copyright Protection

- written material
- computer programs and compilations
- artistic works
- musical works
- dramatic works
- films
- sound recordings

It does not protect ideas, names, titles or slogans

### Copyright Protection

- copyright protection is free and automatic
- there is no system for registration
- the absence of the copyright symbol does not mean the work is not protected
- protection expires 70 years from the date in which the author dies

### Moral Rights

In addition to the rights under the Copyright Act, authors have the right to:-

- identification as the creator
- object to derogatory treatment
- take action for false attribution

### Exemptions to Exclusive Use

#### *Insubstantial Portions*

- allows multiple copies
- not more than 1% of the total pages (or words) if total pages not more than 200, or 2 pages if less than 200
- applies to literary and dramatic works NOT musical or artistic works
- no need for record keeping as not part of statutory licences

#### *Fair Dealing - Allows Free Use for Purposes of:-*

- study or research
- criticism and review
- news reporting
- professional advice
- for personal use, not institutional use
- does not allow multiple copying

## **More information**

For more information or advice on copyright please consult the ORHD.

## **The Office of External Relations**

The Office of External Relations is responsible for the transfer of intellectual property and collaborative research leading to commercial prospects at USQ. This is supported by lead generation from consulting, professional development and corporate education. The Office of External Relations can assist research students by evaluating the commercial potential of their research and facilitating progression from early stage research to market entry. We can also provide access to industry networks and assist in funding for collaborative research and proof of concept projects. For more information or to discuss the commercial opportunities of your research please contact us:

USQ Office of External Relations  
Phone: 07 4631 5340  
Email: [Gary.Brady@usq.edu.au](mailto:Gary.Brady@usq.edu.au)

# Examination of a Research Higher Degree

## Examination of Dissertation

### Format of dissertations

Candidates and their supervisors should familiarise themselves with the appropriate sections of Academic Regulation 5.15 for information on preparation of a dissertation for examination prior to submission of a dissertation for examination.

### External editors

When preparing a dissertation for examination, supervisors are expected to provide editorial advice to candidates. Candidates may also use external editors for proof-reading and editing, but should:

- discuss this with their principal supervisor first
- provide the external editor with a copy of the guidelines for [Editing of Dissertations by External Editors](#)

### Notice of intention to submit

Candidates are required to provide written notice to their faculty of their intention to submit their dissertation for examination one (1) month prior to the proposed date of submission.

The 'Notice of Intention to Submit' form is available from the Research 'Forms' website.

### Nomination of examiners

Upon receipt of notification that a candidate is about to submit a dissertation for examination, the principal supervisor will be responsible for contacting prospective examiners to confirm their willingness and availability to:

- examine a research candidate's dissertation
- complete an examination report form within eight weeks of receiving the dissertation.

It is the responsibility of the principal supervisor to ascertain from the candidate whether there is any person or persons likely to be appointed as an examiner whom the candidate has reason to consider inappropriate. The principal supervisor

is to take this opinion into consideration in recommending the selection of examiners.

A minimum of three (3) external (and preferably four (4)) suitably qualified examiners should be nominated for approval by the Research Committee. Candidates at a Masters level may have two (2) external and one (1) internal examiners nominated.

Faculties are encouraged to submit their nominated examiners at least two (2) weeks prior to the candidate's proposed submission date for approval.

It is important to note that:

- the candidate's supervisor(s) may not be examiner(s)
- candidates shall not be informed of the identity of the examiners prior to the final determination of the examination result.

### Submission of temporary bound dissertations

The university places major responsibility with the principal supervisor to ensure that a dissertation is ready for formal examination before it is submitted.

Candidates are required to submit one (1) copy of the 'Statement by Candidate' form, and supervisors should submit one (1) copy of the 'Statement by Supervisor' form with the temporary bound dissertations. Both forms are available from the Research 'Forms' website. Binding of the temporary bound dissertation copies should be in accordance with the requirements of Academic Regulation 5.15.

Candidates are required to submit:

- four (4) x temporary bound copies
- one (1) x electronic copy (on CD), which is retained by the relevant faculty

**Note:** Original signatures by both the candidate and the principal supervisors are required on the 'Certification of Dissertation' pages in each copy of the dissertation. Scanned or photocopied signatures will not be accepted.

## Examiners report

Each examiner is asked to provide a written report and recommendation on the merit of the dissertation normally within six (6) weeks of the receipt of the dissertation. Communication between examiners is not normally permitted and under no circumstances will any examiner's details be revealed to other examiners without their consent.

A candidate will normally receive copies of the examiners' reports but an examiner may request that certain parts of the report not be transmitted. Examiners shall be invited to indicate whether, and to what extent, they wish to remain anonymous. If preservation of anonymity is not requested it shall not normally be preserved.

## Outcome of Examination

After submitting a dissertation for examination, candidates will be advised of the examination outcome via a letter of advice from the Research Committee via the Office of Research and Higher Degrees (ORHD). It is important that these letters of advice are read carefully as they will include directions and timelines for the candidate to finalise the examination process.

Possible examination outcomes include:

- **Pass** – the candidate be awarded the degree with only typographical and similar corrections being completed where indicated.
- **Pass subject to Minor Revisions** – The candidate be awarded the degree subject to the specified minor revisions being completed to the satisfaction of the Supervisors and the Dean of the Faculty. Minor revisions would include rewriting small sections without any significant work.
- **Pass subject to Major Revisions** – The candidate be awarded the degree subject to the specified major revisions being completed to the satisfaction of an appointed Faculty Review Panel. Major revisions would include rewriting one of the chapters with or without any additional work.
- **Resubmit to the Examiners following rewriting (Re-examination)** – The candidate be allowed to substantially revise the dissertation as indicated and resubmit the dissertation for examination.

- **Fail** – there are a number of Fail categories, and examiners may make a recommendation that the dissertation be rejected and the degree not be awarded, through to accepting for a lesser degree (if available) with or without revisions.

## Revisions and re-submission

Candidates will normally be expected to undertake revisions and re-submission of their dissertation by the timelines listed below. The Dean of the Faculty may make a recommendation to extend this timeline if appropriate.

- Pass – two (2) weeks
- Pass with minor revisions – two (2) months
- Pass with major revisions – four (4) months
- Re-examination – six (6) months

Candidates who receive an outcome of major revisions or re-examination are required to enrol (and pay the appropriate tuition fees if applicable) in the next available semester to enable their candidature to be reinstated. Active candidature enables the candidate to access University resources, including Library, computing and supervision in order to undertake the necessary revisions.

Once candidates have completed all the required revisions, they should forward the revised dissertation and a document summarising the requested revisions and how they have addressed and/or defended them through their Supervisor to the Faculty's Associate Dean Research (ADR).

The ADR is required to certify that the revisions have been addressed satisfactorily.

**Note:** University policy is to keep supervisory and examination responsibilities separate.

The Faculty's recommendation is forwarded to the Deputy Vice-Chancellor (Scholarship) for approval of provisional awarding of the degree.

## **Final awarding of the degree**

When approved by the Deputy Vice-Chancellor (Scholarship) for provisional awarding of the degree, the ORHD will notify the candidate and their supervisors in writing (email to candidate's UMail account).

Instructions on the final requirements to be provided by the candidate will be included in the advice.

Once provided to ORHD the candidate's final grade is amended and their graduation eligibility is moved to 'approved; status.

Candidates will be contacted by the Graduation Section, and are expected to respond online (via UConnect) as to their attendance at a ceremony.

The degree will be 'awarded' at the next available graduation ceremony.

## **Appeal procedure**

If the decision of the University is a fail, the candidate has the right to appeal the decision. Notice of an intention to appeal should be forwarded in writing to the Secretary of the Research Committee within one month of the date of the written notification of the result.

Candidates should [contact the Research Committee](#) for further information.

# Graduation and Beyond

## Alumni

At USQ we value the relationship that we develop with our students and would like to continue to be a part of the journey beyond graduation. If you are a graduate of USQ, no matter how recent or how long ago, please keep us in your life.

The USQ Alumni Network is all about keeping you connected with USQ, with each other, and with your future.

All graduates and past students of the University of Southern Queensland are automatically eligible for membership of the [USQ Alumni Network](#)

For further details and information please go to: <http://www.usq.edu.au/alumni/>

## Graduation and Beyond

Graduation ceremonies celebrate and mark the transition from student to graduate. USQ Graduation Ceremonies are held during March, April, May and September at a number of local, regional, national and international locations.

You will be contacted personally by the Graduations Office to discuss the academic dress requirements and the graduation day proceedings. They will also forward to you a graduation pack (Grad Pack) with information relating to:

- ceremony dates and locations
- your official academic transcript.

You will be expected to:

- submit an online Graduate Response Form via *USQAdmin* to indicate the number of guests expected to attend, and to either nominate the ceremony you wish to attend or if you prefer your degree to be mailed to you
- forward to the Graduations Office the title of your dissertation
- a summary of your dissertation of approximately 100 words if you are graduating with a doctoral degree.

# Student Life

## USQ Student Guild

The USQ Student Guild is the social, cultural and sporting centre of the University, providing a wide range of activities and services to all students of USQ (i.e. our members). Further information on:

- Services and support
- Sport and recreation activities
- Clubs and groups
- Lifestyle and wellbeing
- Volunteering
- Personal development
- Calendar of events

Is available from their website: <http://www.studentguild.com.au>

For more information contact the Student Guild:

Web: <http://www.studentguild.com.au>  
Phone: 07 4631 1588 or Freecall: 1800 076 301  
Email: [studguild@usq.edu.au](mailto:studguild@usq.edu.au)

## Clubs, Groups and Societies

USQ offers a rich campus life supporting varied lifestyles. Clubs and groups offer a variety of activities across cultural and sporting areas.

General information on clubs, groups and societies is provided below. For specific information on clubs contacts and meeting details, or how to form your own club, refer to: <http://www.studentguild.com.au/?ClubsGroups>.

## Cultural Clubs

### Addicted to Anime

Addicted to Anime is an appreciation group dedicated to the Japanese cartoon genre known as anime. It is a certain style of cartooning that originated in Tokyo in the 1940's. It has movie categories, like Sci Fi and Romance, and storylines that cover a wide range of concepts and issues, such as war, genetics, the human condition, love, and Armageddon. There is anime for both mature and young audiences, having G rated to R rated classifications.

## The Alliance

The Alliance is a gay, lesbian, bisexual, transgender and label-free social group that is organised and run by USQ students and staff with the support of the University of Southern Queensland Student Guild. The Alliance aims to create an environment where students, staff and local youth can feel free to be who they are. The club organises numerous events throughout the university year to allow members to interact and socialise together in a supportive, caring atmosphere.

## Amnesty International Campus Group

Amnesty International's vision is of a world in which every person enjoys all the human rights enshrined in the Universal Declaration of Human Rights and other international human rights standards. Our campus group, like sister groups in other universities, is a sub-group of Amnesty International and aims to promote AI's latest campaigns and petition against human rights abuse.

## USQ BBQ Club

The BBQ Club is a social club which revolves around enjoying a BBQ. It offers free BBQs to all members during scheduled times. The USQ BBQ Club offers an opportunity for people to meet others in a simple and social environment.

## USQ Community Environment Group

USQ students, staff and local residents interested in doing something about the wellbeing of the environment and people in the university area. New members are always welcome.

## USQ Engineering Club

The USQ Engineering Club is a social club for all USQ engineering and surveying students and staff. It was created in order to offer engineering and surveying students the opportunity to network with peers, industry, and lecturers.

### **USQ International Relations Students Club**

The International Relations Student Club (IRSC) is a social and academic club that offers a discussion forum for international relations students on issues related to their international relations studies, as well as a wider range of global issues. Participation in IRSC activities will help members develop a wider understanding of these issues.

### **USQ Malaysian Student Association**

The USQMSA aims to promote good social relations between Malaysian senior students and new arrivals. The club organises numerous events such as intercultural nights, food, social gatherings, and national day activities to allow members to socialise and interact.

### **Multi-Faith Philosopher's Club**

The Multi-Faith Philosopher's club aims to promote discussion, understanding and appreciation of different faiths and philosophies. Members may critically analyse various religions and philosophies to further understand their impact on values, culture, worldview, behaviour and society. The club also aims to promote friendship and respect between people of various beliefs and philosophies.

### **USQ Women in Engineering and Surveying Club**

The WIES club provides a means of combining academic studies with social activities to provide a rounded experience of University life. It is for all female members of the Faculty of Engineering and Surveying at USQ. We endeavour to hold activities such as BBQ's, pizza and cupcake days, site visits and encourage the interaction of students and staff.

## **Sporting Clubs**

For further information on club contact details and club aims, please refer to <http://www.studentguild.com.au/?page=SportingClubs>

### **USQ "Cougars" Australian Football Club**

The club provides competitive Australian Football for men, women and children. The club is a family-oriented club and the teams compete at various levels with pathways to all nationally recognised bodies and state national level competitions.

### **USQ Cricket Club**

The USQ Cricket Club provides the opportunity for both students and community members to participate in cricket at numerous levels, with the club fielding teams in all grades from A to D.

### **Firebirds Softball Club**

The Firebirds Softball Club field softball teams for males & females of all ages in local fixtures for both competitive and social gain. We provide a fun atmosphere for people to increase physical skills and develop social networks; as per our motto "Celebrating family, fun, friendships & softball!"

### **USQ/Northern Suburbs Hockey Club**

The USQ Hockey Club offers players of all ages and skills a friendly and competitive environment to play and enjoy the sport of hockey. We have experienced coaches, regular games and training, and offer very reasonable student fees. USQ Hockey links with the Northern Districts Hockey Club to offer more playing and social opportunities for USQ students and staff.

### **USQ Ironbarks Rugby League**

The Ironbarks compete in the University Rugby League Queensland Competition against other universities from Gatton and Brisbane. The Ironbarks also provide an avenue for individuals who want to play at a representative level for student sides such as South East Queensland, Queensland and Australia.

### **Rangers Baseball Club**

The Rangers Baseball Club field baseball teams for all ages in local fixtures for both competitive and social gain. We provide a fun atmosphere for people to increase physical skills and develop social networks.

### **USQ Soccer Club**

USQ Soccer offers a social atmosphere and regular competitive games. The club competes in the Toowoomba District Soccer League, fielding a team in four divisions, including Men's Divisions 1-3, and the Ladies Divisions. Social events also provide a chance for players to interact socially.

## USQ Rugby Club

USQ Rugby Club is the most successful rugby club on the Darling Downs. Not only have we won most grand finals, but many USQ Rugby players step up to representative level. Our coaching staff are highly skilled, with leading level three coaches and a number of level 2 coaches, ensuring all players receive the best coaching available. Our strategy is simple: - to provide the best that Rugby Union can offer in regional Queensland.

## Bun Bu Ryo Do – The USQ Martial Arts Club

The USQ Martial Arts Club is the coordinating body for the teaching and practice of martial arts at the Toowoomba campus of the University of Southern Queensland. The Japanese idiom *Bun Bu Ryo Do* translates to "the pen and the sword follow the same path" — a reminder of the place that the Club has in the context of its University community and the specific focus at our Club in fostering a deeper understanding of the common principles on which all martial arts rest. Although our current practices are heavily influenced by Japanese-derived martial arts, we are interested in the full spectrum of martial arts practices across culture and application.

## Retail Facilities at the Toowoomba Campus

### Cafes and Eateries

#### USQ Coffee Club

The USQ Coffee Club is located in W-Block, where you can enjoy the great coffee and lovely food.

#### **Opening Hours**

8:30am to 4:30pm Monday to Thursday  
8:30am to 3:15pm Friday

#### **Location**

W Block

#### Fast 'n' Fresh Refectory

The Fast 'n' Fresh USQ Refectory is the centre of food and convenience, situated in R Block, at USQ Toowoomba. With a wide range of fresh, healthy and hot delights you can satisfy your hunger.

#### **Opening Hours**

8.30am to 3.45pm Monday to Thursday  
8.30am to 3.30pm Friday

## Central Bean Café

#### **Opening Hours**

8.00am to 5.30pm Monday to Thursday  
8.00am to 4.30pm Friday

#### **Location**

R Block Mall

## Post Office

### Darling Heights Post Office

#### **Opening Hours**

9.00am to 5.00pm Monday to Friday

#### **Location**

W Block – Level 1

## Books and Stationery

### USQ Bookshop

#### **Opening Hours**

8.30am to 5.00pm Monday to Friday

#### **Location**

W Block Mall – Level 2

## Financial Institutions

### Heritage Building Society

#### **Opening Hours**

10.00am to 2.00pm Monday to Friday

#### **Location**

C Block – Level 2

### Uni Credit

#### **Opening Hours**

9.00am to 4.30pm Monday to Friday

#### **Location**

W Block Mall – Level 2

## Chaplaincy

Chaplains at University? Isn't that a bit out of place? After all, universities are secular institutions! Not really. The very name university is linked to religion. The first universities tried to form people who were universal: capable of marrying the secular and the religious in a harmonious synthesis.

USQ, following in this tradition, recognises the relevance of religion in the lives of most people. Through the Multifaith Chaplaincy Services Centre, it provides support for staff and students who wish to integrate their spiritual life with their academic development. Chaplains are available from the most widely represented faiths, and assistance is given to members of any religious group.

The following Christian churches provide chaplaincy services: Roman Catholic Church, Anglican Church, Uniting Church, Presbyterian Church, Lutheran Church, Christian Leaders Network (CLN), Australian Christian Churches (ACC) Assemblies of God Australia. An Islamic [contact person](#) in addition to a Buddhist Chaplain is also available.

For further information, visit their website: <http://www.usq.edu.au/multicultural/religion/>

## Disability Resources

The definition of disability is broad and you may be surprised by the range of disabilities and conditions covered.

In summary a person with a disability is anyone who has a physical, sensory, psychiatric, learning or intellectual impairment which impacts on daily living. The disability may arise from illness, injury, disease or may be present from birth and may be permanent (e.g. cerebral palsy), temporary (e.g. broken arm) or fluctuating (e.g. chronic fatigue syndrome).

Disabilities may include, but are not limited to:

- Chronic medical conditions (e.g diabetes, arthritis, cancer);
- Mental Health Conditions (e.g. depression, schizophrenia);
- Learning disability (e.g. dyslexia);
- Neurological conditions (e.g. acquired brain injury, Aspergers syndrome, adult ADHD);
- Visual impairments
- Hearing impairment; and/or
- Physical impairment.

Not everyone with a disability will need support but if you feel that your disability or long term medical condition is likely to impact on your studies, we would encourage you to [contact us](#).

## Do I need to register?

The decision to register is completely up to you. However, if your disability is likely to impact on your studies or pose difficulties in a particular aspect of the course (e.g. attending prac, exams), then it is a good idea to register. You may require one off or ongoing support but if the need arises it is quicker to action such supports if you are already registered.

## Financial Services

Studying at University is not only challenging on an academic level, but also on a financial level.

USQ Student Services provide a range of services to assist students manage their finances while studying such as:

- Scholarships
- Loans Scheme
- Budgeting
- Centrelink
- Employment
- Student Contribution Amount (formally HECS)

Further information is available from: <http://www.usq.edu.au/student-services/finassist/>

## Free Career and Personal Counselling

### Health Services

The USQ Health Service is a confidential, accessible, and affordable health service. It is available to all USQ staff and students and some cases dependent children. We ensure that health services are not denied to any student by reason of financial constraints, gender, race, or language. We are empathetic to and considerate of the values and expectations of students from other countries and non-English speaking backgrounds.

For further information on location, cost and hours of operation, visit their website: <http://www.usq.edu.au/student-services/health/>

# General Information

## Parking on Campus

Motor vehicles, motorcycles, and bicycles are required to park in designated parking areas. Parking areas are marked on the Toowoomba Campus map; Fraser Coast Campus map and Springfield Campus map (refer to Campus Map section). Parking in any area not marked as a vehicle parking area, such as lawns, footpaths and paved areas, is prohibited. A speed limit of 40kph applies to all roads within the University precinct.

Parking at the University of Southern Queensland is regulated in accordance with the provisions of the University of Southern Queensland Act 1998, which provides for various penalties for driving and parking breaches. All vehicles parked on the site of the University do so at the owner's risk.

### Toowoomba Campus

#### Unrestricted Parking

There is unrestricted parking in parking areas 2, 3A, 10 and 13.

#### Restricted Parking

A parking permit must be displayed on a vehicle parked within a restricted or reserved car parking area. Restricted and reserved parking bays are reserved on a 24 hours a day, seven days a week basis.

Parking arrangements apply all year and are not relaxed during vacations or semester recesses. Warning notices advising of parking infringements need not necessarily be issued. If a parking breach occurs, Notices of Alleged Breach of the Act may be issued immediately.

#### Metered Bays

A parking ticket, which can be purchased at the automatic ticket-dispensing machine located within the respective car park area, must be displayed on vehicles parked in a metered car parking area. Metered Bays are located in the following restricted parking areas:

- Carpark 3, adjacent to Y Block
- Carpark 9, W Block
- Carpark 13, Clive Berghofer Recreation Centre

### Disabled Parking

Disabled drivers vehicles parked in bays reserved for persons with disabilities must display a Department of Transport Disabled Person Permit. Under exceptional circumstances, visitors, staff and students may be issued with special Temporary Parking Permits. Application for such Permits may be made at [Student Services](#) or at the [Parking/Security Office](#).

### Springfield Campus

[Education City](#) is responsible for car parking on-campus. Please [contact them](#) if you have any specific questions.

To park at Education City you will need to purchase a ticket or long term general pass (note long term general passes of one semester or all year).

### Paid Parking

There is parking bays available for students in the general pay and display bays in the sealed areas next to the Auditorium building.

### Disabled Parking

Three bays in front of the USQ Building, numbered 1, 23 and 24 are available for staff or students who hold a Queensland Transport Disabled Person's Parking Permit or similar permit issued by an equivalent authority in another state. This permit must be displayed when parking in these bays.

### Unrestricted Parking

Free carparking is available at Orion Shopping Centre

### Fraser Coast Campus

#### Unrestricted Parking

There is unrestricted parking in Old Maryborough Road, the unsealed area at the back of the Library car park and the Police Citizens Youth Club (PCYC) sealed car park at the back of the campus.

## Restricted Parking

There is restricted parking in the service area car park, adjacent to B Block. The service area contains a permit parking bay and a loading zone for the delivery of goods. Once packages have been delivered, your vehicle must be moved to one of the areas that has unrestricted parking.

## Disabled Parking

A disabled parking bay is located in the restricted service area. Visitors, staff and students may be issued with special Temporary Parking Permits. Application for these permits may be submitted at the administration desk. Please contact the [Coordinator \(Service and Events\)](#) for further information.

## Room Numbering

All buildings at the University of Southern Queensland are assigned a letter of the alphabet. The first letter of a room number usually refers to the building, while the first digit of the room number refers to the floor of that building. The last two digits refer to the actual room number.

For example room number W312 is broken down as:

W = W Block building  
3 = 3<sup>rd</sup> Floor  
12 = Room 12

## Springfield campus

The rooms commonly accessed by students will be given a more descriptive name e.g. Lecture Room One – A5. This room is the closest lecture room to the lifts in building A on level five. These names will be clearly displayed in the hallway. All commonly accessed rooms also have Braille signage.

## Keeping In Touch

### Email - the official means of communication

The university supplied student email address will be used by the University of Southern Queensland for the delivery of official USQ student communication.

It is the responsibility of students to:

- check their University email account at least once a week, recognising that certain communications may be time-critical;
- keep their mailbox within the size quota to ensure University mail can be delivered to the mailbox;

Your UMail account will be created automatically (i.e.: [username@umail.usq.edu.au](mailto:username@umail.usq.edu.au)).

Access to your 'UMail' will be via a button on the 'JustU' tab of the new USQ Portal '[UConnect](#)'. The username and password are synchronised with your USQ username and password.

If you send an email to the University and it is not from your nominated email address, you will receive an invalid response.

## USQAssist – Questions & Answers

[USQAssist](#) is a web self-serve facility for you to find answers to common questions in your own time. It is available 24 hours a day, 7 days a week. At *USQAssist*, you can ask a question and update previous questions. *USQAssist* has been designed to provide fast, accurate support and assistance for USQ students.

### How to use USQAssist

Assess the USQ website [www.usq.edu.au](http://www.usq.edu.au). Click on the UConnect button and login with your USQ username and password. You will then find *USQAssist* under the UAsk tab.

### Answers to Frequently Asked Questions

You can find specific and related answers to your questions by accessing answers to questions previously asked by students. This is accessible by typing a keyword in the search field. This will save you time and possibly provide you with an immediate response to your question. For a more specific search, use the 'Question Type' field and enter a key word or phrase in the 'Search Text' box and click on Search. You can choose to rate how useful the answer is so the University can continuously improve the knowledge base of information.

## Ask a Question

USQAssist provides you with an easy way to ask a question or submit a request. Asking a question via USQAssist is preferred over email. You will need your USQ username and password to submit a question. Every question submitted via USQAssist is given a reference number for easy tracking. The Question Type field will direct your enquiry to the relevant support staff. Direct your enquiry to 'Other' if you need to contact your lecturer and Student Support staff will process your request.

If you are enrolled through a University of Southern Queensland International Partner, you must direct all correspondence through your USQ Local Support Office. The staff there work very closely with USQ staff in Australia and they will be happy to assist you with any questions you have in relation to your studies at USQ.

## My Stuff

From My Stuff, you can view and update questions you have submitted from USQAssist. You can update any question you previously submitted from USQAssist up to 7 days from when your query has been solved. If this time has passed, simply choose the Ask a Question tab and send another question.

## Email Us

Office of Research & Higher Degrees can be contacted via email for all Research related enquiries on [orhd@usq.edu.au](mailto:orhd@usq.edu.au)

Remember to include your full name, student ID and the problems you are experiencing.

## Turnaround time

We aim to provide an answer as quickly as possible, however during peak periods, it may take a little longer. We appreciate your patience during these times. Please do not resend a question as this creates extra work, and of course extra time taken to answer queries.

## Information and Communication Technology (ICT)

The Division of Information and Communication Technology (ICT) provides centralised services to the University. It is committed to providing client-focused services and support to students and staff, no matter where they are located.

## 1900 Support

ICT support provides a wide range of services to staff and students. The [ICT Service Desk](#) (extension 1900 on-campus, +61 7 4631 1900 external) resolves any issues associated with the delivery of ICT Services and is the first point of contact for support.

ICT can also be contacted via email as follows:

Toowoomba [ictservicesdesk@usq.edu.au](mailto:ictservicesdesk@usq.edu.au)  
Springfield [spicthelp@usq.edu.au](mailto:spicthelp@usq.edu.au)  
Fraser Coast [wbitlp@usq.edu.au](mailto:wbitlp@usq.edu.au)

## ICT computer labs

The Division of ICT Services is responsible for maintaining the computer labs located at the Toowoomba, Fraser Coast and Springfield campuses. Access to all computer laboratories is by student card. Student ID cards are available from the Student Guild, USQ Clive Berghofer Recreation Centre.

### Toowoomba computer labs

- K1 Block, Level 1
- R301 - the computers located opposite the loans desk on the third floor of the library;
- R101 - the 24 hour access room located on the ground floor of the library (after-hours access to this room is by Student Swipe Card);
- S104 - S-Block computer laboratories

### Springfield computer labs

Springfield has five computer labs available to students which are located as follows:

- Level 1 Room 106 (24 hour access)
- Level 2 Rooms 225 and 245 (Macintosh Editing Suites)
- Level 5 Rooms 513 and 515

Further information on the use of the labs can be obtained from the ICT Service Desk located in the Level 1 E Block area.

## Fraser Coast computer labs

Fraser Coast has four computer labs available to students and are located as follows:

- A122
- A125
- A136
- Library

Brochures and further information on the use of the labs can be obtained from the brochure stand outside Room A134.

## Copyright on computer software

Computer software is covered by copyright and cannot be used unless it has been legally obtained. USQ has purchased a number of software packages which can be legally used by staff and students.

## Warning

Making unauthorised copies of software is a criminal act and can expose you to instant dismissal, substantial fines, claims for civil damages and even a jail term. **Do not jeopardise your future! Use only legal software.**

It is the responsibility of every staff member to ensure that the computer software they use, or that is available to students, has been obtained legally and may be used for the purpose intended. The Division of Information and Communication Technology has a number of packages with site or extended licenses which permit distribution to, or use by, staff and their students.

The types of licenses, as well as the number of users covered by the licenses, vary. Some allow unrestricted use by an unrestricted number of users, while others can only be used for academic or teaching purposes by a single or specified number of users.

A number of packages with single user licenses are available to be used in the Division of ICT Services. Care should be taken to ensure that copyright is not violated when using these packages.

## Copyright Regulations

A manual dealing with the University's and your obligations regarding the use and copying of copyright software is available in the Library. This manual titled, *The Software Compliance Manual* has been developed by BSA Software Australia which comprises a membership representing 70% of the business software market for personal computers in Australia.

Any original computer program is considered by law to be the intellectual property of the author. Thus, it is covered by the Australian Copyright Act 1968. As stated in the above referenced manual "any copying of the work other than with the permission of the copyright owner is unauthorised software copying". Furthermore, "the making, distributing, selling or hiring of an unauthorised copy is a criminal offence" for which the offender may receive substantial penalties.

## Computer lab etiquette

Abuse and misuse of the computer laboratories disadvantages everybody. You, the user, suffers by the thoughtless actions of others.

Help yourself by supervising the conduct of other users and reporting misconduct to the ICT Service Desk on ext 1900 or Security Staff on ext 2871 or 0412 716 838 between 8.00am and 5.00pm. For after hours you can contact Security on ext 7120.

The following guidelines apply to the use of the University's computer equipment:

- don't breach copyright regulations
- don't play games on the computers
- don't take food or drink into the laboratories
- don't smoke in the laboratories
- don't litter in the laboratories
- don't make undue noise in the laboratories
- don't disturb other users
- don't use the on/off switch to reboot
- don't let unauthorised users into the laboratory
- don't give the combination to unauthorised users.

## Recommended specifications

The recommended specifications outline the features that should be considered when purchasing a computer to use while studying at USQ. Choosing a platform with these specifications should allow students to complete a four to five year study program without having to purchase a totally new system. These standards should also suffice as reasonable guidelines for machines used for personal/office productivity, e.g. Internet access, email, word processing, database, or information handling. However even new computers will require software and perhaps even hardware upgrades over time. Computers with specifications below those shown may work with all or some of the University's infrastructure, but this cannot be guaranteed.

### Windows/Linux based computers

Minimum Specifications	
CPU	2 Ghz Intel Core2 Duo or equivalent processor
RAM	2 Gb
Hard Drive	80 Gb
Optical Drive (CD or DVD)	DVD Burner (reads/burns CD and DVD)
Sound Card	Yes
Operating System	Windows XP Professional Service Pack 2 English version if support required)
Video Card	256 Mb VRAM
Internet Connection	Broadband, Cable, ADSL or Local Area Network (eg at your workplace)

### Macintosh based computers

Macintosh Minimum Specifications (OS 10.4 Tiger Capable)	
CPU	2.0 Ghz Intel Core2 Duo
Memory	1 Gb
Hard Drive	80 Gb
Optical Drive (CD or DVD)	DVD Burner (reads/burns CD and DVD)
Sound Card	Yes
Operating System	Mac OS 10.4 (or later)
Video Card	128 Mb VRAM
Internet Connection	Broadband, Cable, ADSL or Local Area Network (e.g. at your workplace)

## Recommended Computer Software

### Operating systems supported by the University

The following operating systems **are supported** by the University:

Desktop Operating Systems	Comments
Windows XP (SP2) Professional <sup>#</sup> English language version	<ul style="list-style-type: none"> <li>• <b>USQ Preferred Operating System</b></li> <li>• Pre-requisite if enrolled in Faculty of Business courses that use Java, Oracle or .NET.</li> <li>• Support is limited to connectivity issues with USQ.</li> <li>• Must be fully patched and have all the latest upgrades available from the manufacturer (Note USQ is currently using Service Pack 2).</li> <li>• Issues regarding software compatibility and peripheral hardware are the owner's responsibility.</li> <li>• Note that the <a href="#">USQ Bookshop</a> is able to sell versions of Windows XP at significant discounts off RRP pricing to registered students.</li> </ul>
Windows XP Home Edition <sup>#</sup> English language version	<ul style="list-style-type: none"> <li>• Support is limited to connectivity issues with USQ.</li> <li>• Must be fully patched and have all the latest upgrades available from the manufacturer.</li> <li>• Issues regarding software compatibility and peripheral hardware are the owner's responsibility.</li> <li>• Note that this Operating System is not intended for business use.</li> </ul>
Windows 2000 (SP4) Professional <sup>#</sup> English language version	<ul style="list-style-type: none"> <li>• Support is limited to connectivity issues with USQ.</li> <li>• Must be fully patched and have all the latest upgrades available from the manufacturer.</li> <li>• Issues regarding software compatibility and peripheral hardware are the owner's responsibility.</li> </ul>
Mac System OS X 10.3 or greater	<ul style="list-style-type: none"> <li>• Must be fully patched and have all the latest upgrades available from the manufacturer.</li> </ul>
Linux	<ul style="list-style-type: none"> <li>• Linux is not currently widely used or supported across the University. It is supported for students in the Faculty of Sciences Department of Mathematics and Computing by Department staff.</li> </ul>
<p><b># Windows XP and 2000 operating systems treat IT security issues very seriously. Owners should be aware that connectivity with USQ may require some modification to security settings. Individuals whose computer connection to USQ originates behind a government, corporate or personal firewall (security software) may face special configuration issues, which may require the permission of relevant IT support to modify.</b></p> <p><b>USQ cannot take responsibility for an individual's failure to achieve connectivity from behind a firewall.</b></p>	

## Operating systems not supported by the University

The following operating systems **are not supported** by the University:

Desktop Operating Systems	Comments
Mac System less than OS X 10.3	<ul style="list-style-type: none"><li>• May not be fully compatible with USQ IT systems and/or IT security requirements.</li></ul>
Windows Vista	<ul style="list-style-type: none"><li>• Not yet supported by USQ</li></ul>
Windows 95, 98 and 98 SE	<ul style="list-style-type: none"><li>• No longer supported by Microsoft</li><li>• Might be compatible with USQ IT systems and/or IT security</li><li>• Many people use Win 98 Second Edition successfully but it is not supported.</li></ul>
Windows Me (Millennium Edition)	<ul style="list-style-type: none"><li>• May not be compatible with USQ IT systems and/or IT security requirements.</li></ul>
Windows NT4 Workstation	<ul style="list-style-type: none"><li>• No longer supported by Microsoft.</li><li>• Might be compatible with USQ IT systems and/or IT security requirements but it is not supported.</li></ul>

## UConnect

### What is UConnect?

[UConnect](#) is your portal to web-based systems and services at USQ. When you log into the Portal, it will display information relevant to you - for example, your courses, your results and your internet quota.

UConnect replaces our old portal USQConnect.

### What do I have access to?

<b>JustU</b>	The <b>JustU</b> tab can be personalised to show features from the other areas of UConnect and store your own favourite links, making it unique to you.  You will also be able to access your USQ email account – <a href="#">UMail</a> .
<b>ULearn</b>	Access to <a href="#">USQStudyDesk</a> which is your online learning environment. This is the place where you will access modules from your study materials, discussion forums, past exam papers and assessment items.  <b>ULearn</b> will also give you other useful links for success with your studies, including the Library and academic help from The Learning Centre.
<b>UDo</b>	<b>UDo</b> gives you access to the <a href="#">Student Centre</a> where you will enrol in courses, pay your fees and see who your Student Relationship Officers and other Advisors are.
<b>ULive</b>	<b>ULive</b> has information which you might need in life generally, including news, weather, RSS feeds, jobs from the USQ CareerHub and entertainment options.
<b>UAsk</b>	<b>UAsk</b> is where you go to find answers and ask questions. <a href="#">USQAssist</a> provides answers to FAQs and an easy way to ask questions. You can even view and update questions previously submitted.

You will see even more features added in the coming months.

### **How do I access UConnect?**

UConnect can be accessed from any computer via the Internet.

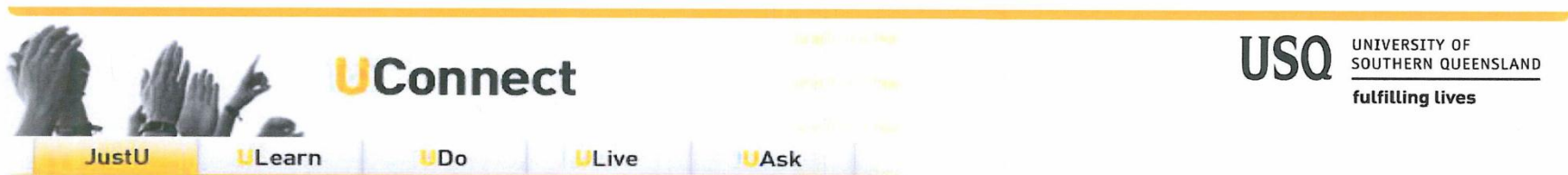
1. Go to <http://uconnect.usq.edu.au> or log in from the USQ website.
2. Enter your USQ username and password.
3. You will be presented with your portal, UConnect.

If you have any problems logging in to UConnect please contact the [ICT Service Desk](#).

### **What if I can't find something I need?**

- [UConnect Learning](#) gives step-by-step simulated training that can be done at anytime.
- Refer to the [Quick Reference Guide](#) which shows where all the old functions of USQConnect are now located on UConnect.
- Ask your [Student Relationship Officer](#) for assistance.

The following two pages provide an overview of where students can locate the various aspects of UConnect. Further information can be located at <http://www.usq.edu.au/currentstudents/uconnect>



### Where do I find my stuff in UConnect?

Old link in <b>USQ Connect</b>		Which Tab?	New link or button in <b>UConnect</b>
USQStudyDesk	→	ULearn	USQStudyDesk
ePortfolio	→	JustU	My Links/ePortfolio
Important Dates	→	JustU	Calendar
USQ Library	→	ULearn	USQ Library Home
The Learning Centre	→	UAsk	Key Contacts/The Learning Centre
USQ Bookshop	→	UDo	Bookshop
Course Specifications	→	UDo	Useful Links/Course Specifications
Internet Quota	→	UDo	My Internet Quota Balance
USQ Handbook	→	UDo, ULearn	Handbook
USQ Calendar	→	JustU	Calendar
Careers	→	ULive	USQ Career Hub
Plagiarism Site	→	ULearn	My Success Strategies/Referencing & Plagiarism
Student Computing Standards	→	UDo	Useful Links/ICT Services for Students

Want more information? Visit the [UConnect](#) page at USQ Home.



## Where do I find my stuff in UConnect?

Old link in <b>USQ Admin</b>	Which Tab?	New link or button in <b>UConnect</b>
Webmail - <yourusername>@mail.connect.usq.edu.au		<your username>@umail.usq.edu.au
Enrolment/ Dropping/Adding Courses/Enrolment History		Student Centre/Enrol
My Information		Top right-hand corner menu
		Student Centre/Personal Information
Resources - Print Assignment Coversheets		
View Results & Grades		Student Centre/Enrol/Term Information tab
DEC Services & Mailing		
Financial Information/Fee Information/How to Pay		Student Centre/Finances
Exam Timetables		Student Centre/Term Information tab
USQ Bookshop		
HEAT Self Service		Useful links/ 'ICT Self Service' (link)
USQ Assist		
USQ Home Page		My Links/USQ Home

# Safety on Campus

## USQSafe

The University has established USQSafe as its workplace health and safety and risk management unit. USQSafe is located at the Toowoomba Campus.

USQSafe develops, manages and implements corporate health and safety strategies and aims to ensure that training, advice and support are given to all work areas to achieve a healthy and safe work environment.

USQSafe team members can be contacted between 8.00am and 5.00pm Monday to Friday. For further information, contact:

Manager, USQSafe  
Michael Flannery  
Fax: +61 7 4631 2829  
Mobile: 0417 728 918

## Safety Inductions

As part of their research study, candidates may be required to undertake a safety induction(s) prior to commencing their research. Please check with your Faculty for their requirements.

## Working Out of Normal Hours

Candidates who require access to university buildings and other resources outside of normal university working hours may be required by their Faculty to obtain approval prior to doing so.

The candidate is required to carry their student ID card and produce this if requested by security staff.

As supervision is not available outside of normal hours, candidates are responsible for ensuring they have been briefed on any safety and security requirements in their area.

## Security

The Security Office assists in providing a safe and secure environment for persons and property through patrols of University grounds, security escorts for staff and students, and responding to calls for assistance.

For the personal security of students, staff and visitors, a map detailing illuminated pathways around the Toowoomba campus is provided.

The Student Guild provides a [security bus](#) for students at the Toowoomba Campus during the evening from Monday to Friday and maintains a central depository for all [lost property](#).

## Location

The Office is located in the north/eastern corner extension of [J Block](#) at the Toowoomba Campus.

## Hours of operation

The Office is staffed from 8.00am to 5.00pm each working day and is the base for the University's 24 hours a day, seven days a week security operations.

## Emergency Numbers/First Aid

To contact the Security Office at the

### Toowoomba Campus:

- for emergencies during business hours, phone extension **2222** or use an [emergency phone](#);
- for emergencies after hours, phone extension **7120**, 0412 716 838 or use an emergency phone; **and**
- for general enquiries, phone +61 7 4631 2871 (or extension 2871 on-campus), 0412 716 838 or email [security@usq.edu.au](mailto:security@usq.edu.au).

For emergencies at the **Fraser Coast Campus**:

- during business hours, phone the Administration Block on extension **3133**; and
- after hours, phone **000** for an ambulance or extension **8100** (Wide Bay Property Protection) for security.

There is 24 hour access to a phone for emergencies at the counter of the main Administration Office, A Block.

For after hours security for [Springfield Campus](#) telephone **3470 0048** or mobile **0424 504 907**. Please note that this is an [Education City](#) service and not controlled by USQ. USQ Springfield is not staffed after hours.

The University has detailed [Emergency Procedures](#).

## Incident, Injury or Hazard Reporting

[UniHIRTS](#) is now available for online incident and hazard reporting and for conducting follow-up actions from these reports. You will require your USQ username and password to use this system. Paper reports will still be accepted during the transition period.

The University requires that any individual who is injured or involved in an incident at the University must inform their Supervisor as soon as possible. Individuals should familiarise themselves with the [Incident or Injury Reporting Policy](#) before completing the appropriate [forms](#).

If an individual sees any item of plant, any procedure or any incident which has caused or has the potential to cause injury to people or damage to property, and it cannot be immediately rectified, they must inform their Supervisor as soon as possible. Individuals should familiarise themselves with the [Hazard Reporting Policy](#) before completing the appropriate [forms](#).

## Escort to your Vehicle

### Toowoomba campus

Security personnel are able to provide a security escort anywhere on the Toowoomba campus, at any time, if available.

If you intend to work late at night or require assistance please contact the Security Office on +61 7 4631 2871 (extension 2871 on-campus) or 0412 716 838.

### Springfield campus

Education City Security officers are able to provide a security escort to car if and when required. If you intend to stay late at night or require assistance please contact the Security Office on (07) 3470 0048 or 0424 504 907. Please allow up to 30 minutes after dialling Education City Security for this service.

### Fraser Coast campus

Fraser Coast Security Network offers after hours security escort to car service to the Library and PCYC car park. Please allow up to 30 minutes after dialling for this service. Fraser Coast Security will respond immediately if required. However, the individual making the call will be charged the call-out fee.

## Emergency/Evacuation Procedures

In a university with a complexity of activities both on and off campus, emergencies can arise from a variety of causes – fire, burns, falls, vehicles, equipment, sports etc. The emergency could involve one casualty or more.

An emergency organisation has been established on the campus to organise and direct the procedures for controlling emergency situations. Squad members are identifiable by their white, red and/or yellow hats. They are vested with the authority to take charge of operations related to the control of an emergency situation.

**Squad members are responsible for your safety during emergency evacuations/drills. They are to be obeyed at all times.**

**For all emergencies at the Toowoomba campus, telephone:**

Business Hours (8.00am to 5.00pm, Monday to Friday) – (07) 4631 222 (x2222)

After Hours – (07) 4631 7120 (x7120)

**For all emergencies at the Springfield campus, telephone:**

Business Hours (8.00am to 5.00pm, Monday to Friday) – (07) 3870 0048 - Education City Security

After Hours – 0 – 000

**For all emergencies at the Fraser Coast campus, telephone:**

Business Hours (8.00am to 5.00pm, Monday to Friday) – (07) 4120 3133 (x3133)

After Hours – 0 – 000

**Note:** In case of FIRE – activate alarm by breaking red “Break Glass” box.

# Governing and Organisational Bodies

## Academic Board

The Academic Board is the University's senior academic advisory body. Its membership includes the Vice-Chancellor, Deputy Vice-Chancellors, Deans, senior members of the University, elected members, the President of the USQ Student Guild, and two other student representatives.

The roles and functions of the Board include making recommendations to Council on academic policy, regulations pertaining to the academic operation of the University and the implementation of approved policy.

Further information on the Academic Board is available at:  
<http://www.usq.edu.au/resources/32.pdf>

## Research Committee

The Research Committee is responsible to Academic Board for providing vision and leadership in relation to research and research training. The Committee will advise the Vice-Chancellor, via provision of its report to the Senior Leadership Committee, on any management-related research and research training issue.

Further information on the Research Committee is available from:  
<http://www.usq.edu.au/resources/335.pdf>

## Graduate Research Committee

The Graduate Research Committee is responsible for the programs of study and research leading to a research higher degree. The functions of the Committee are to advise the Research Committee on matters relating to graduate research, and to manage graduate research candidature. The Graduate Research Committee thus approves admission to candidature, appoints supervisors, monitors the progress of all candidates, appoints examiners, and recommends if candidates should be awarded degrees.

Further information on the Graduate Research Committee is available from:  
<http://www.usq.edu.au/resources/3351.pdf>

## Ethics Committees

Any research to be undertaken that involves humans, animals or bio-safety implications must be approved by the Human Research Ethics Committee or the Animal Ethics Committee respectively.

It is the formal responsibility of the researcher to ensure that ethical clearance for research projects is obtained prior to any data collection being undertaken.

For more Information obtaining ethics clearance, please refer to the USQ Ethics and Biosafety homepage at:  
<http://www.usq.edu.au/research/ethicsbio>

### Animal Ethics Committee

The USQ Animal Ethics Committee (AEC) reviews all research and teaching proposals that involve the use of animals, and advises of any ethical considerations for these proposals

Further information on the Animal Ethics Committee is available from:  
<http://www.usq.edu.au/resources/3352.pdf>

### Human Ethics Committee

The USQ Human Research Ethics Committee (HREC) reviews all research proposals involving human beings and advises of any ethical considerations of these proposals.

Further information on the Human Ethics Committee is available from:  
<http://www.usq.edu.au/resources/3353.pdf>

### Institutional Biosafety Committee

The USQ Institutional Biosafety Committee (IBC) assesses and reviews all research proposals involving the use of genetic manipulation technologies and where required submits them to the Office of the Genetic Technology Regulator (OGTR) for assessment. The IBC is also responsible for certifying all PC2 facilities.

Further information on the Institutional Biosafety Committees is available from:  
<http://www.usq.edu.au/resources/3354.pdf>

## Office of Research and Higher Degrees

The Office of Research and Higher Degrees (ORHD) provides information, advice and maintains the administrative responsibilities relating to research and research higher degree students in the university. These functions include -

- Internal and external funding opportunities for researchers
- Administration of research grants
- Ethics (human and animal) and biosafety
- Publication data collection, including ERA (Excellence Research Australia)
- Finance matters pertaining to research administration
- Research Higher Degree Students

The HDR (Higher Degree Research) student staff promotes graduate study, fosters intellectual and professional growth and develops initiatives to enhance the experience of research Higher Degree candidates. The HDR staff oversees the quality of HDR candidate training and provides administrative support for the HDR programs at USQ.

For help and advice on any matters relating to candidature or scholarship, candidates should contact one of the research student team who are located in the Office of Research and Higher Degrees (ORHD) on Level 5, S Block (Toowoomba Campus). ORHD encourages candidates and their supervisors to make contact as issues arise so that specific feedback and options can be presented.

### Lester Norris HDR Student Manager

☎ (07) 4631 5382  
✉ [orhd@usq.edu.au](mailto:orhd@usq.edu.au)

For enquiries relating to:

- Scholarships for research higher degree students
- Scholarship leave
- Supervisor accreditation and training
- Academic intervention strategies

### Annmaree Jackson HDR Student Officer

☎ (07) 4631 1438  
✉ [orhd@usq.edu.au](mailto:orhd@usq.edu.au)

### Douglas Eacersall HDR Student Officer

☎ (07) 4631 2576  
✉ [orhd@usq.edu.au](mailto:orhd@usq.edu.au)

For enquiries relating to:

- Admission
- Enrolment requirements
- Progression
- Confirmation (dissertation approval)
- Examination
- Leave of Absence
- Requests to vary candidature
- Examination

### Office of Research Contact Details

Dr Ren Yi  
Director

☎ (07) 4631 2866  
✉ [director.orhd@usq.edu.au](mailto:director.orhd@usq.edu.au)

Ann Strutt  
Research Support Officer

☎ (07) 4631 2955  
✉ [Ann.Strutt@usq.edu.au](mailto:Ann.Strutt@usq.edu.au)

### Grants

Jill Albion  
Grants Manager

☎ (07) 4631 1892  
✉ [jill.albion@usq.edu.au](mailto:jill.albion@usq.edu.au)

### Ethics

Helen Phillips / Will Farmer  
Ethics Officers

☎ (07) 4631 2690  
✉ [ethics@usq.edu.au](mailto:ethics@usq.edu.au)

### Finance

Wendy Murphy  
Manager, Research Reporting

☎ (07) 4631 1306  
✉ [wendy.murphy@usq.edu.au](mailto:wendy.murphy@usq.edu.au)

Abby Pilcher  
Assistant Research Accountant

☎ (07) 4631 2274  
✉ [abby.pilcher@usq.edu.au](mailto:abby.pilcher@usq.edu.au)

Jodie Parke  
Finance Officer

☎ (07) 4631 2172  
✉ [jodie.parke@usq.edu.au](mailto:jodie.parke@usq.edu.au)

### Research Systems

☎ (07) 4631 2645

# Misconduct

## What is misconduct?

Any student who commits an act of misconduct as defined in Statute No. 3 (Student Discipline) 1999, is subject to disciplinary penalties and/or payment of restitution.

Misconduct includes but is not limited to the following:

- Cheating, plagiarism or other forms of academic misconduct contained in the Student Academic Policies.
- Furnishing information known to be false to any member of the University staff or Council
- Forgery, alteration, or misuse of any University document, record, or instrument of identification
- Physical abuse, verbal abuse, threats, intimidation, harassment, coercion or other conduct which threatens or endangers the healthy, freedom or safety of any person
- Failure to comply with reasonable directions of staff or police officers acting in performance of their duties or failure to identify oneself to these persons when requested to do so.
- Failure to comply with University rules or policies
- Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting or procuring another person to breach the peace on University premises or at functions sponsored by, or participated in by, the University

For further details on misconduct, please refer to Statute No. 3 (Student Discipline) 1999, at: <http://www.usq.edu.au/policy/calendar/~media/USQ/Policy/Calendar/Statute3StudentDiscipline.pdf.ashx>

## Plagiarism

As a student at university you are expected to base your research on your own investigations, experimentation or research. In undergraduate study typically you are asked to show an understanding of a topic or concept by writing about existing ideas published in books, journals or web sites.

So, in many instances the ideas you use in your research may not be your own. It is an important part of university culture that you acknowledge the use of other people's work through employing a standard referencing system. You can find more information about [referencing](#) on the [Learning Centre](#) website.

## Plagiarism Explained

Academic misconduct is unacceptable and includes [plagiarism, collusion and cheating](#):

- Plagiarism involves the use of another person's work without full and clear referencing and acknowledgement
- Cheating involves presenting another student's work as your own
- Collusion is a specific type of cheating, that occurs when two or more students fail to abide by directions from the examiner regarding the permitted level of collaboration on an assessment.

All are seen by the University as acts of misconduct for which you can be penalised, so developing study practices and writing skills that will allow you to avoid plagiarism and cheating is mandatory.

## Examples of Plagiarism

Plagiarism may take different forms in different disciplines. [Examples are provided](#) to demonstrate what may constitute plagiarism.

## Avoiding Plagiarism

There are a number of strategies and methods that can be used to help [avoid plagiarism](#).

## Detection and Consequences of Plagiarism

There are a [range of detection and consequences](#) which may apply if you are found to have plagiarised.

## Frequently-Asked Questions

[Frequently asked questions](#) about plagiarism in the university context.

# Campus Maps

Toowoomba Campus

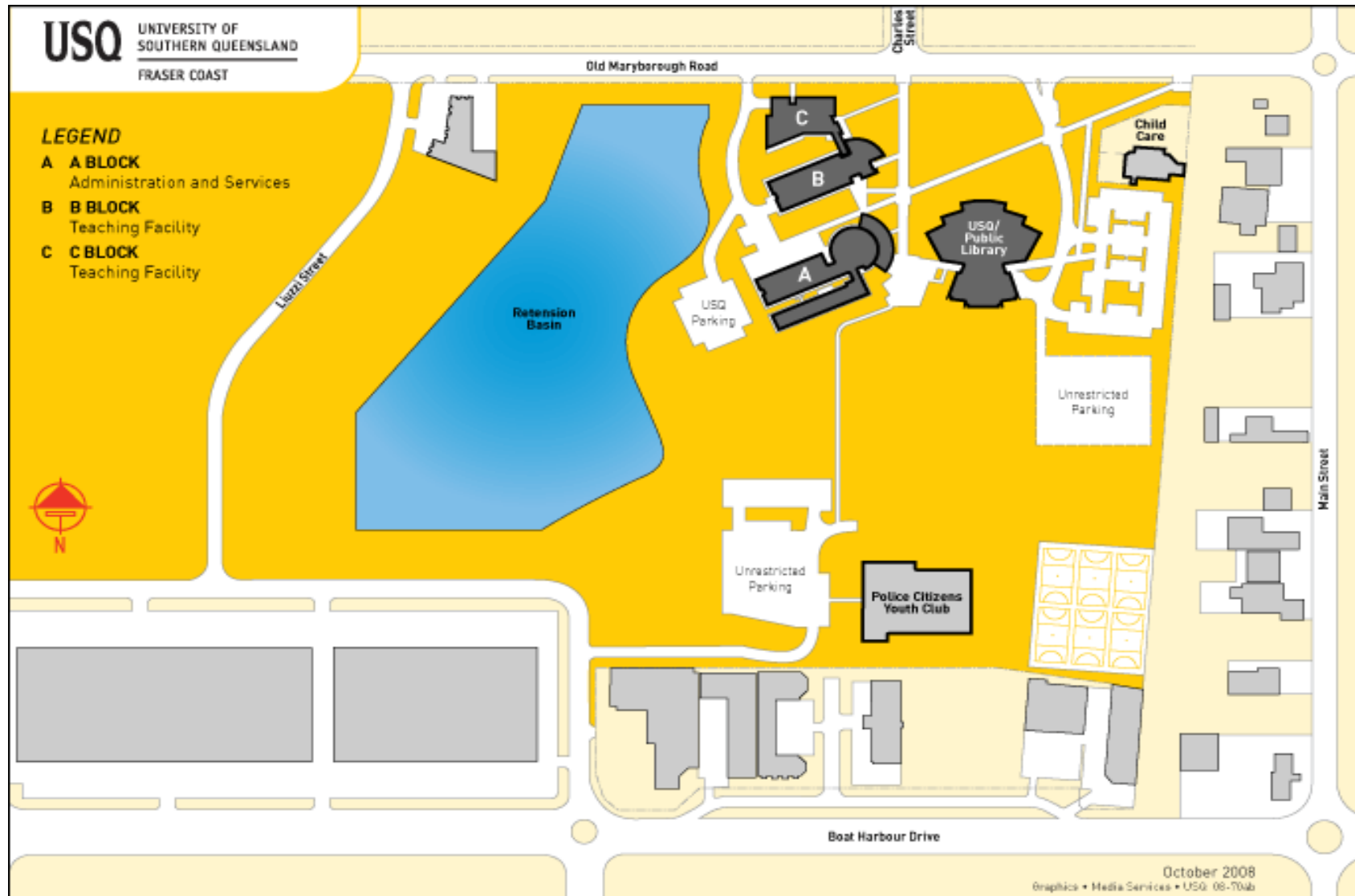


## Springfield Campus





## Fraser Coast Campus



# Important Dates

<b>2010 Semester one</b>	
30 January	Reminder for re-enrolment for continuing students enrolling in semester one 2010 courses
	Last date for continuing students to request reinstatement into semester one 2010 programs
12 February	Due date for direct entry program applications for semester one 2010
22 February	Orientation week commences
26 February	Semester three 2009 results released at 4.00pm
1 March	Semester one commences
5 March	Last day for adding semester one courses
12 March	Fee payment due date*#
26 March	Census date — Last day for dropping semester one courses without incurring fees.
5 April	Mid-semester break commences
16 April	Mid-semester break concludes
23 April	Last day to drop a semester one course without a failing grade.
15 June	Semester one examinations commence
28 June	Semester one examinations conclude
29 June	Break commences
16 July	Break concludes
<b>2010 Semester two</b>	
28 June	Reminder for re-enrolment for continuing students enrolling in semester two 2010 courses
	Last date for continuing students to request reinstatement into semester two 2010 programs
2 July	Due date for direct entry program applications for semester two 2010
12 July	Semester one results released at 4.00pm
12 July	Orientation for new on-campus (mid-year intake) students International students orientation commences
19 July	Semester two commences
23 July	Last day for adding Semester two courses
30 July	Fee payment due date*#
13 August	Census date — Last day for dropping semester two courses without incurring fees.
10 September	Last day to drop a semester two course without a failing grade.
13 September	Mid-semester break commences
24 September	Mid-semester break concludes
1 November	Semester two examinations commence

12 November	Semester two examinations conclude
<b>2010 Semester three</b>	
11 October	Reminder for re-enrolment for continuing students enrolling in semester three 2010 courses
	Last date for continuing students to request reinstatement into semester three 2010 programs
29 October	Due date for direct entry program applications for semester three 2010
12 November	Last day for adding semester three courses
15 November	Semester three commences
25 November	Fee payment due*#
26 November	Semester two results released at 4.00pm
3 December	Census date — Last day for dropping semester three courses without incurring fees.
24 December	Last day to drop a semester three course without a failing grade.
31 January 2011	Semester three examinations commence
11 February 2011	Semester three examinations conclude

#### Footnotes

Students who study via an agent or partner and pay their fees to that agent or partner are subject to the fee collection policies of that agent or partner.

Students should be aware of the last dates to add or drop courses. Changes must be made by 12.00pm (AEST) via [UConnect](#) or 5.00pm (AEST) for faxes, email or in writing on these dates.

## 2009/2010 Public Holidays

<b>2009</b>	
25 December	Christmas Day
26 December	Boxing Day
28 December	Boxing Day Holiday
29 December	ALL USQ Campuses Closed
30 December 2009	ALL USQ Campuses Closed
31 December 2009	ALL USQ Campuses Closed

<b>2010</b>	
1 January	New Year's Day
26 January	Australia Day
2 April	Good Friday
5 April	Easter Monday
6 – 11 April	Easter Qld School Holidays
15 April	Toowoomba Show Holiday
25 April	ANZAC Day
3 May	Labour Day
6 May	Ipswich Show Holiday (Springfield campus only)
21 May	Fraser Coast Show Holiday (Fraser Coast campus only)
14 June	Queen's Birthday
26 June – 11 July	Winter Qld School Holidays
11 August	Brisbane Show Holiday - Royal National Show (Brisbane Area only)
18 September – 3 October	Spring Qld School Holidays
11 December 2010 – 25 January 2011	Summer Qld School Holidays
25 December	Christmas Day
26 December	Boxing Day
27 December	Christmas Day Holiday
28 December	Boxing Day Holiday
29 December	ALL USQ Campuses Closed
30 December	ALL USQ Campuses Closed
31 December	ALL USQ Campuses Closed

# Glossary

## **Academic Career**

A grouping of all academic work undertaken by a student that is grouped into a single student record. Academic Career groupings include undergraduate, postgraduate, non-award and research.

## **Academic Misconduct**

Academic misconduct includes cheating and plagiarism and is an extremely serious offence.

### **- Cheating**

The term “cheating” includes, but is not limited to:

- the use of any unauthorised assistance in taking oral or written tests, or examinations;
- the acquisition, without permission, of tests or other academic material belonging to the University or a member of its staff;
- providing or receiving information which is prejudicial to the fair conduct of the examination during the conduct of the examination;
- tampering or attempting to tamper with any item used in the assessment of students;
- failing to abide by directions from the examiner regarding the permitted level of collaboration between students on items submitted for assessment;
- acquiring or attempting to acquire, possessing or distributing material not specifically authorised for use in the assessment process by the examiner in the course (unit) specification or on the front cover of the examination paper. Unauthorised material includes current examination question papers or part thereof in advance of the official distribution by the University to all examination candidates;
- impersonating or attempting to impersonate another student in assessment activities. For the purposes of this definition, “unauthorised assistance” includes those methods of assistance not listed or not identified on the examination paper, or not otherwise specifically approved by the examiner.

### **- Plagiarism.**

The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. Plagiarism is the action or attempt to take and use or present another person’s thoughts, writing, ideas or work as their own to gain or produce unfair advantage. A common example of plagiarism is knowingly using the whole or part of another work without appropriate citation. While it is recognised that scholarly work often involves reference to the ideas, data and conclusions of other scholars, intellectual honesty requires that such references be explicitly and clearly noted.

## **Academic Standing, Progression and Exclusion**

In each academic year, Deans will review the progress of each student and describe students' program status as being either of 'satisfactory academic standing', 'conditional' or 'excluded'. For further details please

refer to the [Academic Standing Progression and Exculsion Policy](#)

<b>Academic Sub-plan</b>	An element of an academic program consisting of a set of designated courses designed to provide students with an area of knowledge and skills that contribute to or complement the major study. Such courses may be drawn from a recognised discipline area or may transcend traditional discipline boundaries.
<b>Academic Transcript</b>	An official statement detailing a student's academic record for the period of enrolment at the University. It includes details of all programs, listed in ascending academic level order (i.e. non-award, then undergraduate, then postgraduate, then research), grades achieved in courses (with courses listed in date order within programs), exemptions granted and graduation and course status details.
<b>Academic Year</b>	A period of time consisting of terms, semesters and teaching periods that all commence in the same calendar year.
<b>Admission</b>	The entire process of assessing applicants to a program of study, checking entry requirements and sending offers. It also involves processing their enrolment in courses. Admission is a process managed by USQ.
<b>Advanced Standing</b>	Students may gain advanced standing or credit towards a program by: <ul style="list-style-type: none"><li>• completing the courses in the program</li><li>• gaining exemptions, and/or</li><li>• course transfer.</li></ul>
<b>Articulating Programs</b>	Two or more programs constructed and accredited to allow credit obtained during the completion of one program to be transferred to the other program(s).
<b>Assessment</b>	<p>The process of evaluating the extent to which students have achieved the objectives of a course.</p> <p>An assessment item is a piece of assessment, such as an assignment, examination, practical work, clinical experience and the like, that forms part of the assessment requirements for a course and that is contained in the course specification for that course.</p>
<b>Award</b>	A degree, diploma or certificate conferred by the University Council. For detailed policy and procedural information, refer to the <a href="#">Award Eligibility and Graduation Policy</a> .
<b>Campus</b>	Campuses are separate physical administrative locations which are part of the same institution, example USQ has the Toowoomba, Fraser Coast and Springfield campuses
<b>Census Date</b>	The cut-off dates set for finalising students' enrolment in courses. Census dates are at the beginning of each of the three semesters.
<b>Class</b>	The combination of a course, mode of instruction, campus and the year and teaching period in which it is offered. A single course may have multiple classes.

Each class is identified by a unique five-digit class number, example the class number 34147 identifies the course ACC1101 Accounting for Decision-Making offered in Semester 2, 2004 via external study at the Toowoomba Campus.

<b>Course</b>	A subject of study, defined by a course specification, for which students may be awarded a grade.
<b>Course Transfer</b>	The process whereby a course successfully completed by a student (while registered in a program), is transferred for credit towards the completion of a different program.
<b>Credit</b>	Credit towards a program may be gained by: <ul style="list-style-type: none"><li>• completing the courses in the program</li><li>• gaining exemptions, and/or</li><li>• course transfer.</li></ul>
<b>Deferment</b>	Approval granted to students who have accepted an offer of admission to a program for the first time to delay the commencement of enrolment for one academic year.
<b>Distance Education</b>	A term used traditionally to describe the study undertaken by students studying externally to the university. Distance education can accommodate students who cannot attend on-campus teaching/learning activities because of physical distance or commitments such as work or family.
<b>EFTSU</b>	An Equivalent Full-Time Student Unit (EFTSU). This is a measure of the workload for students undertaking a full year of study in a particular year. At this University, 1 EFTSU is equal to 8 units.
<b>Enrolment Requirement</b>	<p>A requirement that must be satisfied by a student before the student can enrol in a particular course. It is possible to have pre-requisite requirements, co-requisite requirements or other requirements. Not all courses have enrolment requirements. Enrolment requirements for each course are included in the Recommended Enrolment Pattern table/s within each program entry in the USQ Handbook.</p> <p>For example, to enrol in the course MKT3001 Business Research Methods, students must have successfully completed course MKT1001 and be concurrently enrolled in course STA2300.</p>
<b>Exclusion and Show Cause</b>	<p>Prohibition from enrolling in a course or a program for a specified period. In each academic year, Deans will identify students whose academic performance is such that they may be liable for exclusion. Students whom the Dean determines should be excluded from a program will first be requested by the Dean to show cause as to why they should not be excluded.</p> <p>For detailed policy and procedural information, refer to Academic Standing Progress and Exclusion in the USQ Policy Library.</p>
<b>Exemptions/Transfer of Credit</b>	Credit towards a program may be gained by either: <ol style="list-style-type: none"><li>1. completing the courses in the program</li><li>2. gaining exemptions</li></ol>

3. course transfer.

Exemption is the waiving of the requirement to complete one or more courses in an academic program as a result of a student's prior studies in another program, work experience or recognised prior learning.

For detailed policy and procedural information, refer to Section 2.5 of Professional Doctorate Guidelines and Minimum Standards of the USQ Policy Library.

**Grade**

A grade may be of three types:

- final - the student's final assessed level of achievement of the objectives of a course
- temporary - is assigned to signify that all the requirements of the course have not been met or administrative
- administrative grade - is assigned for administrative purposes.

**Grade Point Average (GPA)**

A grade point is the numerical value assigned to a final grade to allow calculation of a Grade Point Average. GPA is The average of all final grades obtained by a student courses within an academic program. Courses for which exemptions have been granted will not be used in the calculation of a GPA, but courses transferred for credit will be included.

**Graduate**

A student whom the Vice-Chancellor has certified as having completed all the requirements of an academic program and upon whom Council has conferred that award. For detailed policy and procedural information, refer to Award Eligibility and Graduation within the USQ Policy Library.

**Head of Department/  
Discipline/School**

An academic staff member responsible for the administration of the course offerings in one or more discipline areas/fields of study, for example Head, Department of Marketing and Tourism. In some faculties the term Head of Discipline or Head of School is used.

**International Student**

The Australian Government defines international students as:

- not** an Australian citizen
- not** a New Zealand citizen
- not** an Australian permanent resident\*.

\*Note: *Australian permanent resident* includes holders of Australian permanent humanitarian visas.

**Major/Academic Plan/  
Specialisation**

An element of an academic program consisting of a set of designated courses, from a recognised discipline area and, if appropriate, supporting courses from other discipline areas, which form a significant part of an academic program. The minimum size of each major study will be determined by the Academic Board.

<b>Mode</b>	<p>The manner in which course materials are presented. There are three modes: on-campus (ONC), external (EXT) and online (WEB).</p> <p><b><i>On-campus Study</i></b> A study mode that requires a student to attend classes at the University on a regular basis. A course is classified as on-campus when it is offered via face-to-face delivery. The majority of full-time students study via this mode.</p> <p><b><i>External (Off-Campus) Study</i></b> A mode of study which involves arrangements whereby lesson materials, assignments, etc are delivered to students, either by post or courier service or via the Internet, and for which any associated attendance at the University is of an incidental, irregular, special or voluntary nature.</p> <p><b><i>Online (Web) Study</i></b> A mode of study in which the instruction, communication among academic staff and students, submission of assignments and feedback is offered mainly through the Internet.</p> <p><b><i>Mixed Mode</i></b> Students may choose to study a program via a variety of modes.</p>
<b>Pre-requisite</b>	A requirement for students to have a passing grade for a designated USQ course prior to enrolling in another course. A student may not attempt a course that has a prerequisite, until they have passed the prerequisite course.
<b>Program</b>	A combination of courses, the successful completion of which, in accordance with the relevant requirements, will fulfil the prescribed requirements for a particular award.
<b>Quota</b>	The estimated number of places available in a course.
<b>Recommended Enrolment Pattern</b>	A pattern which indicates the year of program and semester in which each course is normally studied within a particular program. Recommended Enrolment Patterns for each program are detailed in the USQ Handbook.
<b>Semester/Term</b>	The period of time, as defined in the current University Handbook, during which instruction is provided or learning is undertaken, and assessment is carried out. The first term of the year is Semester 1, the second term is Semester 2, and the third term is Semester 3. Each semester has a minimum teaching period of 12 weeks.
<b>Student Academic Policies</b>	Policy and procedural documentation relating to the governance and management of the academic affairs of the University, found in the USQ Policy Library.
<b>Student Learning Entitlement (SLE)</b>	One of the reforms in the Higher Education Support Act 2003. Broadly speaking, a person starts with an SLE equivalent to seven years of full-time study. This is reduced as the person undertakes units of study as a Commonwealth supported student.
<b>Testamur</b>	A certificate issued by the University Council to signify that a student has satisfied the requirements of a specific program and has graduated.
<b>Transfer of Credit</b>	The process whereby a course successfully completed by a student (while registered in a program), is transferred for credit towards the completion of a different program.

<b>Tuition/Direct Fee</b>	Fee-paying places are funded entirely through the tuition/direct fees paid by the student. These fees are higher than the student contribution charge paid by Commonwealth assisted students for comparable course enrolments. From 2005, USQ may admit some domestic students to undergraduate tuition/direct fee paying places. Most USQ postgraduate programs are not Commonwealth supported, and are liable for tuition/direct fees.
<b>Unit</b>	A measure of the workload for a student. One unit represents 165 hours (plus or minus 10 hours) of prescribed student workload. Most courses are worth one unit, however some are worth more. Details about the unit value for each course can be found in the course specification, which is included in the Introductory Materials for each program and is also available online via the USQ Handbook.
<b>Waive Academic Penalty</b>	If students wish to drop a course/s without academic and/or financial penalty after the census date they should refer to Academic Regulation 5.5.6 in the Academic Calendar relating to Waiving Academic Penalty.

# Notes