This Student Handbook outlines the standard procedures relating to students studying research higher degree (RHD) programs in the School of Mechanical and Mining Engineering.

Students should refer to the Graduate School’s website (http://www.uq.edu.au/grad-school), and also the UQ Policy and Procedures Library (PPL) (http://ppl.app.uq.edu.au/) for further details.
Organisational Structure
You can find information about the University, the four main campuses, services and facilities here: http://www.uq.edu.au/about/.

If you are new to the Brisbane area, you can visit the following website for information on living and studying in Queensland: http://www.uq.edu.au/international-guide/index.html

Graduate School
The Doctor of Philosophy (PhD) and Master of Philosophy (MPhil) programs at UQ are known generally as Research Higher Degrees (RHD). The UQ Graduate School has academic responsibility for research higher degree programs.

Engineering
The Faculty of Engineering, Architecture and Information Technology (EAIT) is one of six faculties at The University of Queensland and this unit is responsible for academic programs (e.g. the Bachelor of Engineering). The Faculty is made up of five schools and one centre:

![Faculty of Engineering, Architecture and Information Technology (EAIT) Diagram]

The School of Mechanical and Mining Engineering (http://www.mechmining.uq.edu.au/) is responsible for teaching and research, including the supervision of research higher degree students. The School office should be your first point of contact for all questions relating to your research higher degree program.

As a research higher degree student you will work in close cooperation with an Advisory Team made up of your Principal and Associate Advisors. Other key people who will support you through your studies are the School's Postgraduate Coordinator and Postgraduate Administrative Officer.

Important Policies and Procedures
It is important that you are aware of the various policies and procedures relating to you as a student of this university. The UQ Policy and Procedures Library (PPL) is the central UQ repository for approved policies, procedures, guidelines and forms. Please take particular note of PPLs on the following page. http://ppl.app.uq.edu.au/content/topic.
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.50.01 Code of Conduct</td>
<td>Outlines five fundamental ethical principles: Respect for the law and system of University Governance; Respect for persons; Integrity; Diligence; Economy and Efficiency.</td>
</tr>
<tr>
<td>1.70 Equity and Diversity</td>
<td>Outlines the university policies on equity and diversity, discrimination and harassment.</td>
</tr>
<tr>
<td>2. Workplace Health and Safety</td>
<td>Contains details of policies relating to the workplace health and safety framework which has been developed by the university.</td>
</tr>
<tr>
<td>4.60 Research Higher Degree Candidates</td>
<td>Details of the university’s research and postgraduate practices, including management of research activities, ethics and intellectual property.</td>
</tr>
<tr>
<td>3.60.04 Student Integrity and Misconduct</td>
<td>Students have a responsibility to maintain the highest standards of academic integrity in their work.</td>
</tr>
<tr>
<td>6. Information and Communication Technology</td>
<td>Students should take responsible action and exercise good judgement in relation to internet use. Failure to abide by the Internet Code of Practice may result in suspension or loss of an Internet account, disciplinary action and, if necessary, a report to the relevant law enforcement authority.</td>
</tr>
</tbody>
</table>

**Occupational Health and Safety**

The University takes occupational health and safety seriously. Please familiarise yourself with the procedures listed on the website below and ensure that you are aware of the safety induction guide regarding working in the laboratories, use of machinery, dangerous goods, chemicals, toxins, vapour and lighting. Any laboratory work carried out as part of your studies must conform to the University’s Occupational Health and Safety Guidelines (UQ PPL 2. Workplace Health and Safety). These can be found through the University Occupational Health & Safety Division: [http://www.uq.edu.au/ohs/](http://www.uq.edu.au/ohs/).

**School and Student Agreement**

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

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

- desk, filing cabinet, bookshelf, computer with appropriate software, and access to internet, phone and fax communication, photocopying and printing resources;
- laboratory infrastructure, including equipment and consumables necessary for your research project;
- candidature support in the form of your Advisory Team, Postgraduate Administrative Officer and Postgraduate Coordinator, and Milestone Review Committee;
- access to career development workshops run throughout the year;
- clear written guidance on the milestone expectations of the School.

All RHD Candidates in the School of Mechanical and Mining Engineering are required to:

- complete an induction prior to commencement;
- attend relevant meetings and seminars;
- attend and be an active participant in School events, such as the Three Minute Thesis Competition and Engineering Postgraduate Conference;
- attain in an appropriate timeframe
  - Milestone1: Confirmation of Candidature;
  - Milestone2: Mid-Candidature Review;
  - Milestone3: Thesis Review and;
- submit a thesis that is passed by external Thesis Examiners.

The information in this section of the Student Handbook is designed to assist you as you progress through your candidature. For further information about your candidature, visit the Graduate School’s website: [http://www.uq.edu.au/grad-school/](http://www.uq.edu.au/grad-school/).
2.0 DURING YOUR CANDIDATURE

**Changes to your project and status**
Throughout your studies, you may need to alter your Advisory Team or project title; or change your status to remote or part-time. Forms are available which cover all aspects of your candidature and these can be accessed through the Graduate School website.

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

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

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

If you are studying full-time, you may undertake up to 20 hours of paid employment per week. However if your principal advisor and/or the postgraduate coordinator believe your progress is being affected by the paid employment you may be required to change your candidature to part-time status. Scholarship holders should check the conditions of their awards and international students should check the conditions of their visa before accepting employment.

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

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

**Enrolment in additional courses**
You can undertake additional courses as part of your research higher degree. These courses do not incur any tuition fees, however your enrolment is only supported if the courses are relevant to your research project or are required by the school as part of your research training. You should discuss enrollment into additional courses with your principle advisor, and if they support your enrolment, you can complete the relevant form.

**Forms**
You will be able to find a variety of forms relating to research higher degree candidature, scholarships and thesis examination on the Graduate School website ([http://www.uq.edu.au/grad-school](http://www.uq.edu.au/grad-school)). Once you have completed a form and it has been endorsed by your advisory team, submit it for further processing to the School’s Postgraduate Administrative Officer.
Grievances
If you have an academic grievance or problem during your candidature, contact a member of your Advisory Team or the School's Postgraduate Coordinator. Please note that you can seek advice from professional counselors at Student Services, a service that is free to all research students: http://www.uq.edu.au/student-services/.

Leave
All research higher degree students are entitled to four weeks annual leave. There are no application forms to complete prior to taking this leave, however you should discuss your plans with your advisor. If you are planning to take more than four weeks leave, please seek advice from the School's Postgraduate Administrative Officer.

Milestones
UQ research higher degree candidates progress through a milestone, or development based system. The three milestones are:

Milestone 1: Confirmation of Candidature
Milestone 2: Mid-Candidature Review
Milestone 3: Thesis Review

The purpose of the milestone reviews are to ensure that research is progressing, to identify any problems that may be impeding progress, and to provide advice on how these may be overcome. The School's Milestone Guidelines provide an in-depth description of this process and a copy is available on the School website.

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

<table>
<thead>
<tr>
<th>Graduate School</th>
<th>Information on a variety of aspects relating to research higher degree candidature: <a href="http://www.uq.edu.au/grad-school/">www.uq.edu.au/grad-school/</a>. The Graduate School also offers a year-round Skills Training program that is tailored to both support and build the skills of RHD students during their candidature and encourage cross-disciplinary networking.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library</td>
<td>The Library website contains how-to-guides, information on skills and training sessions, and also a page relating specifically to services for research students: <a href="http://www.library.uq.edu.au/">www.library.uq.edu.au/</a></td>
</tr>
<tr>
<td>Student Services</td>
<td>Student Services can help you with accommodation, counselling, disability, illness and injury support, multi-faith services, and student equity: <a href="http://www.uq.edu.au/student-services/">www.uq.edu.au/student-services/</a></td>
</tr>
</tbody>
</table>

Student Services manage a postgraduate research learning website (http://www.uq.edu.au/student-services/postgraduate-research) and also offer Learning Workshops on a variety of topics such as thesis writing, time and study management: www.uq.edu.au/student-services/Learning+workshops

| Student Union | The Student Union can help you access employment opportunities, student clubs and societies and proof-reading services: www.uqu.com.au/ |
**Scholarships**

Scholarship holders must abide by the rules relating to their scholarship. Information about the University of Queensland’s Research Scholarship General Conditions is provided on the Graduate School website. If you hold a School, or industry scholarship, refer to your letter of offer for the conditions of your scholarship. The University pays on a fortnightly cycle and it can take up to four weeks to receive your first payment.

**Status Letters**

The Student Centre ([www.uq.edu.au/student-centre](http://www.uq.edu.au/student-centre)) can provide an official letter of enrolment for any student requiring these details for an external body (for example home government or scholarship providers). If the Student Centre is unable to include all details required, please contact the Postgraduate Administration Officer for further assistance.
During your time with the School we encourage you to participate in activities that will broaden and enhance your research experience. Throughout your studies you should give presentations of your work to both broad and specialist audiences within the School and to national and international audiences. You should also submit your work for publication in peer reviewed journals and/or conferences; and engage with others in your chosen field and reflect their views and interpretations of your research findings. These activities will deliver a stream of constructive feedback on your research beyond that given by your advisory team. It will require you to explain your research project to others and sharpen your understanding of your chosen topic.

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

Seminars/Meetings
Many research groups hold regular meetings or run a seminar series and attendance at these are compulsory.

Travel
During your research you may travel to conferences, or be involved in fieldwork of some kind. Any travel outside University property which is undertaken for research purposes represents ‘fieldwork’. It is imperative for occupational health and safety purposes, and for insurance, that you submit a risk assessment (http://www.uq.edu.au/ohs/risk-management-assessment) and a travel form (http://www.fbs.uq.edu.au/travel-dev/) to the Head of School for approval before commencing your fieldwork. When you are on authorised travel for the University (e.g. attending a conference or partaking in fieldwork), you are covered by the University’s corporate travel insurance policy. Detailed information about this policy is available at: http://www.fbs.uq.edu.au/travel-dev/.

Workshop Engagement
The EAIT Faculty Workshop Group provides technical support to students and staff within the faculty. All workshops are able to provide assistance from concept through to completion in the areas of mechanical component/system design and manufacture in addition to electrical and instrumentation system design, development and manufacture.

- The Mechanical Workshops have extensive CNC and manual machining capabilities for a wide range of materials including metals, timber, plastics amongst others.
- The Electrical Workshop provides safety testing of electrical equipment (Test & Tag), specialist furnace design and manufacture, electrical system wiring and thermocouple manufacture.
- The Instrumentation Workshop provides general electronic and specialist control and data acquisition system design, LabVIEW™ programming support and calibration for equipment and sensors. In addition, several workstations are available within the Instrumentation Workshop for use by students.

Further information is available on the EAIT Faculty Workshop Group website accessible via the EAIT Faculty webpage (http://www.eait.uq.edu.au/) or by email at workshops@eait.uq.edu.au.
4.0 RESEARCH ENGAGEMENT

The School encourages all students to develop your research and professional skills throughout candidature by participating in the extra-curricular activities. These activities provide opportunities to increase professional networks and encourage lasting connections between students and their peers.

Events

**Engineering Postgraduate Conference (PEC)**

The UQ Engineering Postgraduate Conference ([http://www.engineering.uq.edu.au/epc](http://www.engineering.uq.edu.au/epc)) is organised by research higher degree students and provides an opportunity for students to present their research to academia and industry, improve presentation skills, and network with potential employers and research partners. It is expected that all students in the School will participate in the conference at least once during their candidature.

**Three Minute Thesis**


**UQ Career Advantage PhD Program**

The UQ Career Advantage is a training program developed exclusively for RHD students. You will choose from one of three career pathways approximately 12 months into your research project. Each career pathway delivers a three day workshop, plus a cluster of other academic and applied training activities that you can choose. The three UQ Career Advantage packages are Higher Education Practice & Leadership, Research Innovation Translation & Commercialisation and Global Opportunities: [www.uq.edu.au/grad-school/career-advantage-phd](http://www.uq.edu.au/grad-school/career-advantage-phd).

Membership

**Postgraduate Research Engineering Student Society (PRESS)**

PRESS is a social organisation for postgraduate students in engineering. As part of a PRESS membership, students are invited to attend regular social events including evenings at the Red Room on campus at St Lucia and movie nights.

**UQ Association of Postgraduate Students (UQ APS)**

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

**RHD Student Liaison Committee**

The School holds several RHD Student Liaison Committee (RHD SLC) meetings throughout the year. RHD students are encouraged to attend these meetings to provide feedback and input to the School’s research activities and RHD student procedures. This committee provides a forum for RHD students to contribute to changes and improvements with university-wide and school-based procedures. You will receive an email invitation to attend all RHD SLC meetings.

**Research Committee**

The role of the School Research Committee is to ensure the effective implementation of research and research training policies and make recommendations on strategies and activities to strengthen the School’s research capacity. Research higher degree students are represented on this committee by members chosen through the RHD Student Liaison Committee (RHD SLC).
The School expects you to maintain good research practices throughout your studies, particularly in relation to academic ethics and integrity.

**Ethics**

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

**Intellectual Property**

Intellectual Property (IP) is any invention, discovery or idea you may have, or participate in, as part of your research work. Your IP could form the basis of patents and copyright agreements, and could be used to attract investment from industry for its development, perhaps resulting in future financial returns. Information on IP can be found on the Research Legal Services website ([http://www.uq.edu.au/research/rid/rls-home](http://www.uq.edu.au/research/rid/rls-home)) and in PPL 4.10.13 Intellectual Property for Staff, Students and Visitors.

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

**Academic Integrity and Misconduct**

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

In addition to the advice and information provided in the University’s PPL policy, the UQ Library has a resources page on avoiding, stopping and detecting plagiarism ([http://www.library.uq.edu.au/training/plagiarism.html](http://www.library.uq.edu.au/training/plagiarism.html)). All documents you submit for your milestones are considered to be assessment items, as is your thesis. Any suspected cases of plagiarism will be dealt with in accordance to UQ PPL 30.60.04.

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

**Research Fraud**

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

You must ensure that you retain the records of your research in line with the General Retention and Disposal Schedule for Queensland Universities, which is available from: [http://www.uq.edu.au/recordsmanagement/](http://www.uq.edu.au/recordsmanagement/).
6.0 SERVICES AND FACILITIES

**UQ Library**
The UQ Library provides students with access to quality information, services, facilities and IT to support you in your research. It provides comprehensive information and computer skills training programs for students, as well as individual advice and help by telephone, in person, on the website and through email or online chat. For more information visit: www.library.uq.edu.au.

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

**Student Centre**
Staff in the Student Centres can help you with your enquiries about paying tuition fees, graduations and referral to other services. They can also provide an official letter of enrolment (known as Status Letter) for any student requiring these details. For location details and opening hours, see: www.uq.edu.au/student-centre.

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

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

**UQ Union**
UQ Union is a representative organisation run by students for students. The Union provides many support services (free legal advice, academic advice and advocacy, an employment service and more) as well as representing students to the University and Government. For more information, see: www.uqunion.uq.edu.au.

**Information Technology**
- **Information Technology Services (ITS):** ITS manages the core University computer systems and provides you with your UQ Sign In username and password. Staff and students can access a range of software through ITS for no cost or at educational and discounted rates. A list of software available to students can be found online (https://www.its.uq.edu.au/services/software) and downloaded to your UQ computer. You will need to login to this website using your student or staff account to access the software available. For ITS information, see www.its.uq.edu.au.
- **Uqconnect:** UQconnect is the University’s Internet Service Provider and provides you with free Internet access: http://uqconnect.net.
7.0 TERMINOLOGY

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

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

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

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

Chair of Examiners
The Chair of Examiners is an internal reviewer with relevant academic expertise in the area of research of which the thesis forms a part. They provide assurance at several points during the assessment process that academically appropriate action is taken on the recommendations made by the external Thesis Examiners. The Chair of Examiners does this by:
  • reviewing your corrected thesis and ensuring that all recommendations made by the Examiners have been appropriately incorporated into the thesis or their absence defended, and
  • if requested, providing advice to the Dean of the UQ Graduate School about the Dean’s preliminary view of the outcome of the thesis assessment, based on a review of the recommendations in the Examiners’ reports.

Chair of Review Committee
The Chair of Review Committee is a suitable academic not involved in your research who contributes to the review process.

Graduate School
The Graduate School has academic responsibility for the Doctor of Philosophy (PhD) and Master of Philosophy (MPhil) programs.

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

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

Postgraduate Administrative Officer
The Postgraduate Administrative Officer is usually the first point of administrative guidance and advice for prospective and current candidates. The Officer assists in administering aspects of student candidature such as leave, milestones and assessment, and maintains the School’s student files and records.
**Principal Advisor**
The Principal Advisor guides and facilitates your research work and provides the principal intellectual engagement with your research topic and its development. The Principal Advisor also monitors the quality of the work and assures the University (and, through it, the wider academic community) that the quality of the work is appropriate to the degree for which you are enrolled, meets the research protocols appropriate to the discipline, and complies with all appropriate ethical, regulatory, and procedural requirements. The Principal Advisor also ensures that you meet all academic requirements of the program; and that all relevant parties are kept informed of your current academic progress and of any relevant personal, academic, technical, or resource-related issues that may affect your progress.

**Review Committee**
The Review Committee is comprised of at least three members of the School who are appointed for each candidate. The essential members are:
- Chair of Review Committee;
- Advisory Team;
- at least one member of staff who is not a member of the Advisory Team and who has expertise in the general area of the thesis project.

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

**UQ Terminology**
www.uq.edu.au/study/terminology
**School facilities**

**Mail**  
You will be assigned a shared mailbox which you should check on a regular basis. Mailboxes are located in Mansergh Shaw Building, room 408 and Frank White Building, room 203.

Please use the reusable envelopes if you wish to send internal mail. There are two mail deliveries/pickups a day at 9.30am and 2:00pm.

**Stationary**  
The school keeps general stationery in stock (e.g. pens, paper). Please take only the stationery you require for your work. If you need any specific, non-standard items, please email enquiries@mechmining.uq.edu.au the list together with the account number these items can be charged to. You will have access to a photocopier, scanner and fax machine in the School resource rooms.

**Phone Calls**  
You will have access to a shared phone for local and internal calls.

If you are making an internal UQ call, then you can use your extension number, which are the last 5 digits of your full phone number. Callers from outside the University will need to use the full phone number. Dial “0” to make calls outside UQ.

- For extension 5xxxx, e.g. 56789, add 336 = 336-56789
- For extension 6xxxx, e.g. 67890, add 334 = 334-67890
Notification of Arrival

- Please notify the School of your commencement date a minimum of 2 weeks prior to arrival (via email to rhdadmin@mechmining.uq.edu.au).

Step One: Attend the School Induction

On the day you commence your research higher degree, you will undertake an initial induction with the Postgraduate Administrative Officer. This School induction will provide an overview of all information necessary for your candidature. During this induction, we will complete the following with you:

- EAiT Account Request to create a Staff user account and email for you.
- Online Commencement Form alerting the Graduate School of your arrival and activates your enrolment in the RHD program.

Note: During your candidature you will have both a Staff username and a Student username. Both accounts require a separate password.

- **Staff Username**
  Typically “uq” followed by your first initial and last name.
  For example: Daniel Smith = uqdsmith
  This account can be used for email and for any future employment with the University (eg. tutoring employment). Please note this account will close when you complete your studies and any employment with UQ.

- **Student Username**
  “S” followed by your student number.
  For example: s45692585
  This account is used to access Si-net and your student email account will be used by the Graduate School for any future communication regarding your enrolment. This account will remain available after the completion of your studies with UQ.
You can find further details online: [http://uqconnect.net/emailforlife](http://uqconnect.net/emailforlife)

Step Two: Compulsory Online Inductions

Using your Student username, complete the following compulsory online training modules.

- **Annual Fire Safety**

- **Privacy at UQ**

- **Academic Integrity**

- **General Workplace Safety Induction**
  [https://blackboard.elearning.uq.edu.au/eLearning@UQ> Login > My Courses > Workplace OH&S Induction & Training > Learning Modules](https://blackboard.elearning.uq.edu.au/eLearning@UQ> Login > My Courses > Workplace OH&S Induction & Training > Learning Modules)
These online training modules take approximately 30 minutes each to complete and at the end of each module you will be issued a certificate and your competency will be recorded. The certificates should be emailed to rhdadmin@mechmining.uq.edu.au or printed and presented to the Postgraduate Administrative Officer.

If you have trouble accessing your student email account or do not receive the Certificate of Completion for the training, please email a copy of your Training Report as evidence. This can be accessed via: eLearningUQ > My Courses > Workplace OH&S Induction & Training > My Training Report.

**mySI-net**

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

<table>
<thead>
<tr>
<th>Step Three</th>
<th>Training Needs Analysis and Additional Online Inductions</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>The next step is to meet with your Principal Advisor and together, complete the New Worker OH&amp;S Checklist and OH&amp;S Training Needs Analysis (provided to you on arrival) to the best of your ability. If identified as required in the OH&amp;S Training Needs Analysis, complete the following online inductions:</td>
</tr>
<tr>
<td></td>
<td>- Biosafety</td>
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<td></td>
<td>- Chemical Safety</td>
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<td>- Compressed Gases Safety</td>
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<td>- Field Safety</td>
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<td></td>
<td>- Hand Tool Safety</td>
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<tr>
<td></td>
<td>- Laboratory Safety</td>
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<td><a href="https://blackboard.elearning.uq.edu.au/">https://blackboard.elearning.uq.edu.au/</a> eLearning@UQ&gt; Login &gt; My Courses &gt; Workplace OH&amp;S Induction &amp; Training &gt; Learning Modules</td>
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<td>If there are any questions that your Principal Advisor is unable to answer, you can find these answers during your Building Induction.</td>
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<tr>
<th>Step Four</th>
<th>Building Induction</th>
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<td>You must complete a Building Induction with your Building Manager. To arrange a Building Induction, please email the Postgraduate Administration Officer and they will schedule your appointment. Please note that you must complete Steps 1, 2 and 3 before you can do your Building Induction.</td>
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<td>Once you have completed your Building Induction, the Building Manager will provide you with keys to your office. If you need swipe card access to a room, this can be arranged through the EAIT Faculty Office (Hawken Engineering Building, Level 2).</td>
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<td>After your Building Induction, please submit the completed New Worker OH&amp;S Checklist and OH&amp;S Training Needs Analysis to the Postgraduate Administration Officer.</td>
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</table>
**Library**  
The Postgraduate Administration Officer will provide you with a contact at the library and arrange a Library Induction.

**Student ID**  
The Postgraduate Administrative Officer will complete an Online Commencement form that will activate your enrolment. When this has been processed, you will receive a confirmation email and be able to get your Student ID card 24 hours later.

Your ID card displays your student number and enables you to borrow books from University libraries. It is used for the length of your program, and can be produced one day after you have been enrolled in mySI-net. To receive your ID card, visit the Unicard outlet located in the Duhig building, Level 2 of the Social Sciences and Humanities Library. You will need to take photo identification with you, such as your passport or driver’s licence.

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

**OSHC**  
If you nominated for UQ to organise your OSHC on your Agreement and Response to Offer (ARO) submitted to the Graduate School, your OSHC has been automatically activated and you are now eligible to collect your OSHC Membership Card. This process can be completed online and you will find instructions here: [https://www.oshcallianzassistance.com.au/skins/oshc2/pdf/f88_Order%20Membership%20Card%20Online.pdf](https://www.oshcallianzassistance.com.au/skins/oshc2/pdf/f88_Order%20Membership%20Card%20Online.pdf)