
Postgraduate Survival Guide

**A Guide for research students in Public Health
in the Masters, PhD and Professional
Doctorate programs**

October 2003 Update

NOTES AND CHANGES

- “Summary of steps” occurs several times as a formatted representation of a process for doing certain things (like the whole process of masters application through thesis), it might be easier to simply represent this as a numbered list for web format.
- Some links that are internal to the document have been represented by text **(in bold and parentheses)**

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ABOUT

Postgraduate studies in public health offer a number of alternatives geared to suit individual goals and workloads, these include:

- Master of Applied Science (Research)
- PhD
- Doctor of Health Science

It is possible to complete these either full time or part time, and enrolment can take place at any time of the year (except for the Professional Doctorate which is aligned with semesters). Please be aware that students must enrol every year to complete their studies.

The aim of this site is to provide a simple, clear set of guidelines to help students in public health (and supervisors) to understand the processes and timing involved at each stage of postgraduate studies.

Please bookmark this site for future reference. Different sections of the site will be relevant to you at different times during your enrolment. For example, the sections on enrolment processes are important when you start your studies. In 12 to 24 months time, you might need to refer to the sections on the confirmation seminar, and, further down the track, you will need to consult the guidelines for examination processes.

CONTACTS

INTRO

The School of Public Health at QUT is a large School with over 50 academic staff, 55 postgraduate research students and 20 research, administrative, technical or support staff. The school offers four postgraduate research degrees. These are the Honours Degree for students who have recently completed a three year Bachelor of Health Science (or equivalent degree – details for this degree are described elsewhere), the Research Masters degree (also known as the Master of Applied Science (Research)), the Doctor of Philosophy (better known as the PhD), and the Doctor of Health Science.

Each postgraduate research student at QUT is enrolled within a School of the University. In the School of Public Health, administration of research students occurs through the Centre for Health Research - Public Health (CHR-PH) . Key people outside own student's supervisors, who provide assistance to postgraduate research students, include:

- Director of Research(- **(link to SPH staff listing)**)
- Director of Postgraduate Research - **(link to SPH staff listing)**
- Centre Administration Officer - **(link to SPH staff listing)**
- Ethics Advisor - **(link to SPH staff listing)**
- Biostatistics, Epidemiology and Qualitative Methods Advisors

STAFF

Intro

The academic and research staff in public health at QUT have considerable expertise in a range of design, methodological, and statistical topics. It is unusual for students (and indeed staff) to develop research projects without seeking the advice of people external to the supervisory team. It is advisable to seek advice early in the process of designing research (ie seek statistical advice *before* commencing data collection). A wide range of content expertise areas are covered by the school's staff. Be proactive in seeking advice or assistance.

Research Director CHR-PH

Research Director

Associate Professor Carla Patterson is responsible for all research being undertaken within the Centre, including research conducted by students as part of their Honours, Master of Applied Science, PhD or professional doctorate or programs. The Director is responsible for deciding whether the Centre is able to provide appropriate supervision and support to prospective students, and therefore has a major role in determining which students can be accepted for enrolment through the Centre. Most administrative activities and applications by

students (e.g., research ethics approval, progress reports, and confirmation seminars) need to be signed off by the Director, as well as the student's principal supervisor.

The Director also plays a key role in developing the postgraduate curricula, including the provision of research methods and research development seminar programs that students may attend. The Director is available for consultation, as requested, regarding research projects or postgraduate programs.

A/Prof Carla Patterson
Room O-A112
Phone 3864 3018
Email c.patterson@qut.edu.au

Director of Postgraduate Research

The Director of Postgraduate Research

The Director of Postgraduate Research is the member of academic staff who coordinates the postgraduate research program. The Director is responsible for overseeing all aspects of student enrolment and progression in the Research Masters and PhD programs in the School of Public Health.

A student's initial contact with the Director will occur prior to enrolment. Typically, a student will not be accepted into postgraduate courses without having had at least one meeting with the Director to discuss his/her enrolment application, topic of research, prospective supervisors, etc.

Other duties are as follows:

- Organise an orientation program for commencing students each year
- Arrange reviews of research proposals (at initial enrolment for Masters students, and at the Stage 2 enrolment for PhD students)
- Provide advice about coursework undertakings, enrolment status changes, supervision team membership
- Coordinate collection of Centre six monthly reports
- Coordinate an annual interview for each student to ensure that he/she is progressing at an appropriate pace, that he/she is receiving adequate support and supervision, and to identify any needs or obstacles that may hinder prompt completion
- Arrange the procedures around confirmation seminars, final seminars of theses, and examinations of theses.

A/Prof Carla Patterson
Room O-A112
Phone 3864 3018
Email c.patterson@qut.edu.au

Administration Officer

The SPH Administration Officer (AO) provides the administrative support for the postgraduate research programs, and is a key person for facilitating communication with students on a range of issues. It is therefore important that she, as well as official QUT sources, is kept informed of current contact details (email addresses, mobile phone numbers, home/ postal address). The SPH AO:

- Provides each commencing student an initial orientation to the School and the Centre, and arranges for important things such as photocopying codes, allocation of pigeonholes for mail, distribution of access keys, and ensuring that the student's email and computer network access is activated after enrolment
- Coordinates the allocations of rooms, workstations and resources such as telephones and computers
- Organises signatures for all paperwork relating to postgraduate studies (such as application forms, changes in enrolment status forms, applications for extensions of maximum submission date, progress reports)
- Enters student data on research master and other databases.
- Keeps copies of relevant documentation in students' personnel confidential files
- Oversees the expenditure of student research allocations
- Assists students to make purchases from their research allocations
- Notifies students and staff of forthcoming activities (such as seminars, confirmations and reviews)
- Maintains resources that may be useful to students such as copies of past enrolment applications, confirmation documents or grant funding proposals
- Provides advice on how and where to seek information from the Research Higher Degrees Officer

Ms Genny Carter
Room O-A107
Phone 3864 5883
Email gh.carter@qut.edu.au

Financial Administration Officer

Financial Administration Officer

The Financial Administration Officer is responsible for postgraduate finances. Duties include appointments of research staff and understanding all activities related to research grant finances and budgets. If in doubt, talk to the Administration officer first.

Maryanne Watts/Samantha Rittson
Room O-A110
Phone 3864 3801
Email: m.watts@qut.edu.au, s.rittson@qut.edu.au

Technical and Resource Support

Senior Technician to the School of Public Health

The Senior Technician coordinates the physical and technical resources of the school relating to equipment, computers, rooms, laboratories, furniture and telephones. She also coordinates the duties of the technical support staff within the school (see general staff). From 2004 computing resources will be handled centrally through the Faculty of Health

Lynette Duplock
Room O-D627
Phone 3864 5798
Email: l.duplock@qut.edu.au

Health and Safety Officer to the School of Public Health

Health and Safety Officer

The Health and Safety Officer can be contacted with any issues relating to health and safety. The School's Health and Safety Policy and other Health and Safety information is located on the Health and Safety noticeboard in the photocopy room- O-D609. All staff and students are expected to comply with the Health and Safety requirements within the School. (See section on Clearances/Biohazard and Safety clearances ([link](#)) for more details).

Lynette Duplock
Room O-D627
Phone 3864 5798
Email: l.duplock@qut.edu.au

Research Ethics Advisor

Research Ethics Advisor

The Research Ethics Advisor is a member of academic or research staff who provides advice to staff and students on the processes for obtaining QUT Research Ethics Committee approvals for the conduct of research. All applications for ethics approval should be discussed with the ethics advisor and a draft of the application should be reviewed by the Advisor prior to being submitted to the QUT Research Ethics Committee (See section on Clearances/Ethics Clearances ([link](#)) for more information).

For the School of Public Health –
Gary Day
Room O-D618
Phone 3864 5460
Email: g.day@qut.edu.au

Computing Support

All requests for information technology assistance, including queries, should be directed to the (Staff) Computing Services Helpdesk. Any matter that the helpdesk cannot resolve will be redirected to local computing support staff. Booking of SPH laptops and other audiovisual equipment are to be made through the Technical Support Staff (Ha Le or Tuyet Le). Bookings of rooms used for teaching (those in C wing of O Block) should be made through the SPH Student Centre.

(Staff) Computing Services Helpdesk	helpdesk@qut.edu.au Ext 4000
SPH Student Centre	O Block, A wing, Level 6 Ext 3368
Technical Support Staff	Ha Le - Room O-D731 Ext 9657

POSTGRADUATE ADMINISTRATION LINKS

All candidates in the postgraduate programs are expected to be active users of email and the Internet in order to sustain and augment peer and staff support for their work.

Research Students Page <http://www.qut.edu.au/draa/or/rss.html>

This site gives access to the following pages:

- PhD Administration
- Scholarships
- Thesis Examination
- QUT Policy and Regulations
- Noticeboard & Student Newsletter - for postgraduate research students
- Contacts within the Office of Research
- About Us - the Office of Research
- Miscellaneous - links to the Postgraduate Students Association, faculties and research centres at QUT

Administration Page <http://www.qut.edu.au/draa/or/phd.html>

This site is a good source of information on all administrative details of the stage of the PhD. It includes:

1) Postgraduate Entry for Australian Residents

- The PhD Journey Explained
- Student Life Cycle
- Australian Postgraduate Research Applications
- External Applicant Addendum

2) Postgraduate Entry for International Students

- Email: gut.international@qut.edu.au Phone: 61-7-3864 1120 Fax: 61-7-3864 3529
- **Students considering External study should read [External Applicant Addendum](http://www.qut.edu.au/draa/or/downloads/students/phd_admin/external_appt_2.rtf)**
(http://www.qut.edu.au/draa/or/downloads/students/phd_admin/external_appt_2.rtf)

3) PhD Stage 2 Forms

- Stage 2 Guidelines and Application
- Intellectual Property Form
- Memorandum of Understanding
- Ethics Forms
- Dates for Submissions to the Research Degrees Committee (RDC) in the Year 2003
- FORC / RFCD (Field of Research / Research Fields, Courses & Disciplines Classifications)
- Socio-economic Codes (SEO), page 87

4) General Information

- PhD Regulations re: Paid Employment (to accompany Supervisor's Questionnaire on their Student's Paid Employment)
- Tracking Postgraduate Supervision
- Supervision Guide for Postgraduate Students and Supervisors
- Facts Sheets
- Supervision Log

5) Changes to Candidature Forms

Any requests that are submitted by students should be on the latest forms these can be downloaded from the website. The forms available on this site are:

- 'Change Form' to amend:
 - study mode (full-time, part-time, multi-modal)
 - supervisory team
 - research centre/ concentration
 - thesis title
- Extension of Due date
 - Stage 2
 - Confirmation
 - Maximum Candidature
 - Application for QUT RTA and extension of maximum candidature
- Leave of absence
- Miscellaneous submission to the Research Degrees Committee
- Intention to Withdraw
- Upgrading from Masters (please complete the confirmation of Candidature form)

6) Prescribed Forms for Candidature Reporting

- Annual Progress Report – Guidelines and Form
- Confirmation
- Return from Leave Notification
- Final Seminar

- PhD Regulations re: Paid Employment
- Supervisor Questionnaire re: Employment
- Policy and Procedures for Handling Grievances

7) Dates for Submissions to the Research Degrees Committee:

Lists the dates by which applications need to be received in order to be considered by RDC.

8) Grants-in-Aid Schemes:

These schemes provide financial support to postgraduate research students wishing to travel overseas to attend a conference or undertake further studies. Regulations and guidelines are provided at this website.

9) [Doctor of Philosophy Regulations](#)

This useful website covers common questions about students' candidature/enrolment, scholarships and thesis examination.

10) [Faculties, Schools and Research Centres and Research Concentrations](#)

The Handbook contains the PhD regulations, which are the fundamental rules for the process of the PhD.

11) [Link to Scholarships](#) - Provides links to available scholarships and awards

12) [Link to Thesis Examination](#) - Provides handy links to information on the thesis examination page described below, and links to the 'Nomination of Examiner' form and 'Final Seminar' form.

Thesis Examinations Page

<http://www.qut.edu.au/draa/or/studthesis.htm>

This site is specific to PhD and Research Masters degrees, however the following three documents are useful at a general level for the Doctor of Health Science as well. They explain:

- Thesis examination process
- Presentation of theses
- Requirements for presenting theses
- It also contains the forms for nominating examiners, which can be used to provide general guidance. The Doctor of Health Science is to the same standard, but is smaller in scope, and therefore general issues such as presentation, order of contents and other topics will be similar.

OTHER USEFUL LINKS

For general information about QUT, see the **QUT homepage** (<http://www.qut.edu.au>)

Faculty of Health Homepage <http://www.hlth.qut.edu.au/>

Contains information on the five schools within the health faculty: Human Movement Studies, Nursing, Optometry, Public Health and Psychology & Counselling.

School of Public Health Homepage <http://www.hlth.qut.edu.au/ph/>

The School of Health maintains an excellent website with links to news, tools and resources of interest to public health practitioners and researchers. Contact details for staff in the School are also available from this site.

Doctor of Health Science

For general information about the Doctor of Health Science (operational issues) refer to the **course details** (<http://www.courses.qut.edu.au/cgi-bin/WebObjects/Courses.woa/wa/selectMajorFromMain?courseID=149>)

Other Schools

For excellent sources of information about the Schools, see the individual School homepages at

- **School of Nursing** <http://www.hlth.qut.edu.au/nrs>
- **School of Optometry** <http://www.hlth.qut.edu.au/opt>
- **School of Human Movement Studies** <http://www.hlth.qut.edu.au/hms>

Associated centres in the school of public health

NCCH (National Centre for Classification in Health) -
Contact Sue Walker, Deputy Director
Email: s.walker@qut.edu.au

QCPH (Queensland Centre for Public Health) -
Contact A/Prof Don Stewart
Email: de.stewart@qut.edu.au

The Centre is a consortium of three Universities in Brisbane who run the Masters of Public Health Program in Brisbane. Staff of these programs has a wide range of expertise in public health teaching and research.

APACH

Ethical clearance

Ethics forms and information are available on Research Ethics Homepage.
<http://www.qut.edu.au/draa/or/ethics/index.html>

Office of Research Homepage

The Office of Research maintains a homepage at <http://www.qut.edu.au/draa/or>

This site contains the most up-to-date information, copies of forms for applications of changes in candidature, and important dates.

An alternate route follows:

1. Go into the QUT Homepage
2. Click on 'Research Degrees' (top of the page)

3. Click on 'Office of Research' (bottom in text)

QUT Policy & Regulations Page

<http://www.qut.edu.au/draa/or/qutpolicy.htm>

This site provides links to a range of QUT sites, including links to:

- QUT Postgraduate Research Training Information
- PhD Regulations
- PhD Regulations re: Paid Employment
- Code of Good Practice for Postgraduate Research Studies & Supervision at QUT
- Research Students Section
- Important University Committee Meeting Schedules
- Research Degrees Committee
- How QUT organises research activity
- QUT's Research Centres
- Information Technology Services Staff and Postgraduate Information
- Information Technology Services Supercomputing and Research Support
- QUT Counselling Services
- QUT Code of Conduct
- Research Ethics
- Intellectual Property Policy
- QUT Copyright Guide

ENROLMENT

INTRO



Prior to submitting an application for any program it is essential that students contact the Research Director of the Centre for Health Research-Public Health for general guidance. Application forms are available from:

- <http://www.qut.edu.au/draa/or/forms.html#Admissions>
- Research Students Centre: O Block Podium, Gardens Point Campus,
2 George Street, Brisbane Q 4001.
(a service is also available 9-12 on Tuesdays at the library at Kelvin Grove)

The Postgraduate Research Application (PR) Form requires applicants to provide some details of their proposed program of research. For students in the professional doctorate program, this may be quite brief.

The completed application form should be accompanied by any specified documentation. A person relying on qualifications from outside QUT must include evidence of such qualifications with their application.

Applicants should note that principal supervisors will be drawn from staff members within the School but associate supervisors may be from other Schools, Faculties or outside the University. At the time of submitting an application form, all applicants will be linked up with a potential principal supervisor.

COURSEWORK FOR MASTERS AND PHD

Research degrees at QUT involve a coursework component. Each student is encouraged to undertake coursework that will expand his/her knowledge and understanding of issues to directly facilitate the successful conduct of his/her research. A range of coursework subjects is available to students at the postgraduate level. Each student should discuss coursework options with his/her supervisors at the time of enrolment.

The planned research program will normally include:

- A program of coursework including the '*Advanced Information Retrieval Skills (IFN001)*' unit
- Participation in scholarly activities such as research seminars, teaching and publication
- Regular interaction with supervisors
- A program of supervised research and investigation

For students who have not studied formally for some years, as well as those entering a new area, completion of coursework is strongly recommended, and acceptance into the PhD program may be conditional on the successful completion of some coursework units. Where the student proposes to undertake a research proposal in an area that is outside his/her previous undergraduate or

postgraduate degrees, he/she should select a subject from the postgraduate units offered at QUT that will provide knowledge in his/her area of research. Students who have not completed a research methods unit to the equivalent of honours level will be required to complete an appropriate postgraduate research methods, statistics, or epidemiology unit.

ADVANCED STANDING FOR PROFESSIONAL DOCTORATE

The professional doctorate normally commences with 96 credit points of coursework. Details are outlined in the Doctor of Health Science section ([link](#)) Advanced standing of up to a maximum of 96 credit points toward the coursework component may be granted to candidates who have completed an appropriate Masters qualification or its equivalent. Credit will not be granted for previously completed research work.

The Doctor of Health Science fully articulates with the Master of Health Science. Masters of Health Science students who select their program of study to be consistent with the coursework requirements for the Doctor of Health Science will be eligible for the full credit of 96 credit points

ONGOING ENROLMENT

Students must enrol online each year and pay the relevant guild fees. If this is not done by the due date, students may be placed on review.

CHANGES IN ENROLMENT STATUS

A range of forms are available on the **PhD administration candidature changes page** (<http://www.qut.edu.au/draa/or/phdchang.html>) for applying for changes to the student's enrolment status. These forms although often titled PhD are for all programs and include:

- 'Change Form' to amend:
 - study mode (full-time, part-time, multi-modal)
 - supervisory team
 - research centre/ concentration
 - thesis title
- Leave of absence
- 'Extension of Due Date' for
 - Stage 2
 - Confirmation
 - Maximum Candidature
 - Application for QUT RTA and extension of maximum candidature
- Miscellaneous submission to the Research Degrees Committee.
- Intention to Withdraw

Other forms are available from the Research Students' Centre PhD Administration page <http://www.qut.edu.au/draa/or/phd.html>

- 'Return from Leave of Absence' form
- 'Confirmation of Candidature form' to upgrade to PhD from Doctorate or Masters

Students who are completing any application, and supervisors submitting any recommendations for consideration (e.g. 'Nomination of Examiners forms'), should:

- Download the latest version of the relevant application form from the website
- Complete the application form, including signatures from the student and principal supervisor (as relevant) and then
- Note the appropriate degree
- Forward documentation to the Course Coordinator or the Director of Postgraduate Research as appropriate.

Students/supervisors should discuss the application/recommendation with the Course Coordinator or the Director of Postgraduate Research before submitting the application form. The Centre Administration Officer will then arrange for the remaining signatures to be obtained from the appropriate Centre, School and Faculty staff before forwarding the documentation to the Research Students Higher Degrees Officer.

RESEARCH TRAINING SCHEME (RTS) ENTITLEMENTS

There is an expectation that students in the PhD and professional doctorate programs will complete their programs in the equivalent of 3 years fulltime. However extensions up to the following may be granted for a fee free place. The Masters program should be completed in the equivalent of 18 months fulltime.

Further extensions may incur up front fees.

For Research Students with **Pre-September 1, 2000** Commencement Date:

- PhD and Professional Doctorates – 5 years full-time or 10 years part-time
- Masters by Research Students – 3 years full-time or 6 years part-time

For Research Students with **Post-September 1, 2000** Commencement Date:

- PhD and Professional Doctorates – 4 years full-time or 8 years part-time
- Masters by Research Students – 2 years full-time or 4 years part-time

If you have been enrolled in a previous research course within the past three years, then the period that you were previously enrolled may be deducted from your RTS entitlement. However, if you had completed a research course within the past three years, your prior studies will not be deducted from your RTS entitlement.

To confirm your eligibility for the scheme please review the following extracts from the RTS Guidelines prepared by Department of Education, Science and Training (DEST):

Eligibility 8.1 Student Eligibility

An RTS student must be:

- An Australian citizen, Australian permanent resident or New Zealand citizen; and
- Enrolled in an accredited HDR course leading to a Doctorate by research (including a professional Doctorate) or a Masters by research, on a full-time or part-time basis. The course must include a minimum of two-thirds of its assessable content by research and the assessment process must involve at least one qualified examiner external to the institution. Students undertaking a higher doctorate, bachelor honours or postgraduate coursework degree are not eligible for an RTS place.

For further information please contact the Research Students Centre (details below) or view the complete guidelines:

http://www.dest.gov.au/highered/research/documents/rts_guidelines_2003.pdf

MASTERS - GENERAL DETAILS

INTRO

Please note that many of the details of the processes in this site relate directly to the masters course, except that masters does not require a final seminar. Note also that the details of the Masters program are currently under review to make it align more with the doctoral programs.

Further details on the master of applied science can be found in **course details** ([link- http://www.courses.qut.edu.au/cgi-bin/WebObjects/Courses.woa/wa/selectMajorFromMain?courseID=428](http://www.courses.qut.edu.au/cgi-bin/WebObjects/Courses.woa/wa/selectMajorFromMain?courseID=428))

The Master of applied Science is a Faculty of Health Degreebut all processes for SPH students are handled in the CHR-PH
Rules pertaining to the examination of the degree are found in the University Handbook.

Web address:

<http://www.qut.edu.au/admin/mopp/Appendix/appendix50b.html>

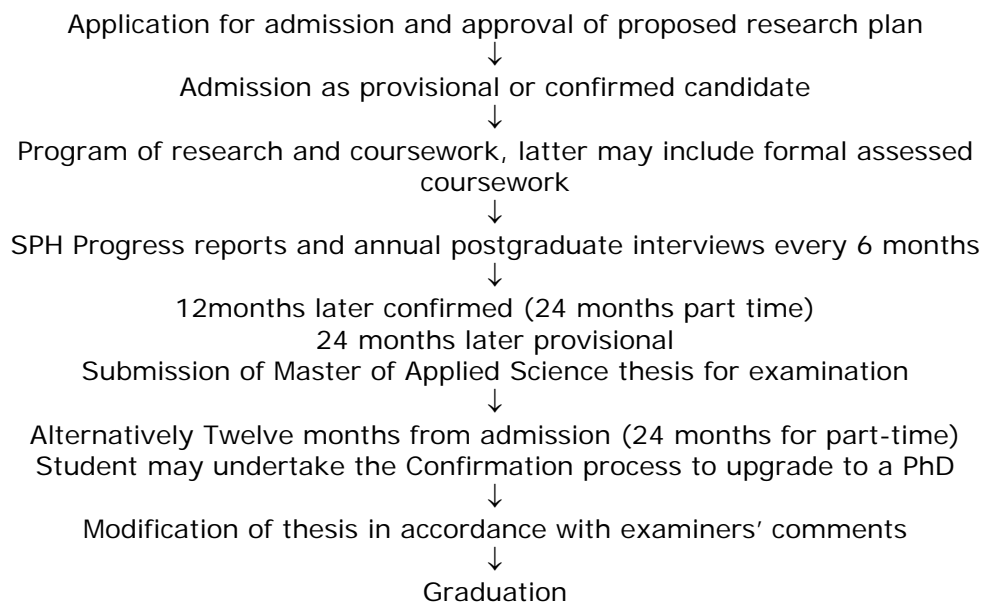
Course Coordinator

Assoc Prof Jan Lovie-Kitchin

Phone 3864 5662

Email: j.lovie-kitchin@qut.edu.au

MASTERS AT A GLANCE



Note: Provisional candidates become confirmed master candidates automatically after 12 months if satisfactory progress has been made.

TRANSFERRING FROM A MASTERS TO A PHD PROGRAM

Students may apply to transfer from a Master of Applied Science (Research) to a PhD program after completing 12 months full time or 24 months part time enrolment.

There are several reasons why a student may wish to transfer. Some students may have wished to enrol in a PhD at the outset, but were unable to do so because of a lack of the appropriate prerequisite experience for direct entry into this program. Other students start with a Masters and realise that the scope or nature of the research is more suitable for a PhD than a Masters.

To apply to transfer into the PhD program, a Masters student must meet the criteria for admission and undergo a Confirmation Seminar. Where course work has been undertaken as part of the Masters by Research degree, the candidate must attain a **grade point average of at least five** on a seven-point scale.

Students should familiarise themselves with the requirements for the confirmation (**internal link to confirmation: PhD - Confirmation**), and discuss plans with their supervisor. The 'Confirmation of Candidature Recommendation to Research Degrees Committee' form contains a section ('Section D: Articulation') that applies specifically to Masters and Doctoral Students transferring to a PhD. Further useful information is available under the 'I'm a Research Masters student and I want to upgrade to a PhD. What do I do?' link on the 'Frequently Asked Questions' page <http://www.qut.edu.au/draa/or/phdquest.html>

THESIS

- Formal guidelines for the structure of a Masters of Applied Science thesis exist and can be found at:
- <http://www.qut.edu.au/draa/or/studthesis.htm>

Students are specifically advised to examine the "Requirements for presenting thesis". In addition, students are encouraged to talk to their supervisors about what is expected of them. For information on the submission of theses see Thesis Submission (**link – thesis submission**)

PHD –GENERAL DETAILS

INTRO

The work that you will undertake in a PhD will challenge you intellectually and personally, and provide you with important research and academic skills. You will face significant challenges to your skills and abilities, but mastering the tasks involved with completing a PhD is usually hugely rewarding both personally and professionally.

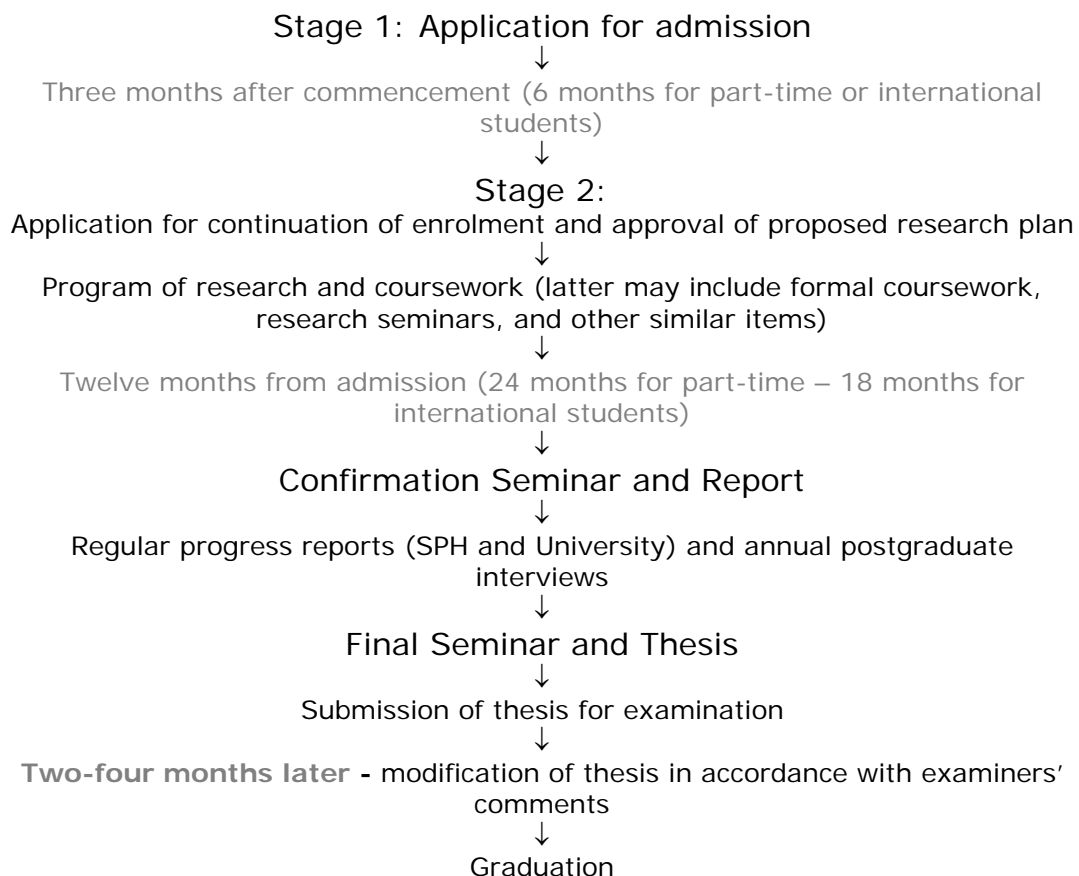
For more information on the process see the Research Students' Centre 'PhD Administration' page:

<http://www.qut.edu.au/draa/or/phd.html>

Further questions might be answered at 'Frequently Asked Questions':

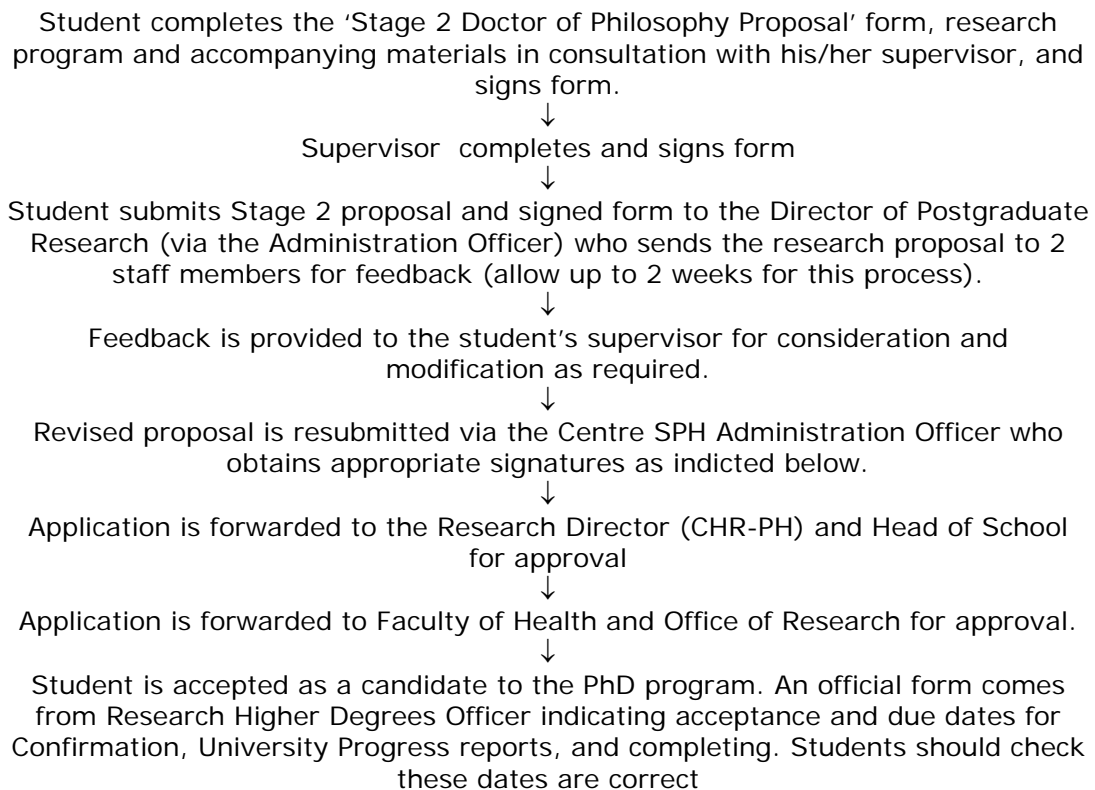
<http://www.qut.edu.au/draa/or/phdquest.html>

PHD AT A GLANCE



SUMMARY OF STEPS FOR STAGE 2 ENROLMENT IN THE PHD

CHR-PH has an internal review process for the proposal prior to submission



STAGE 2 APPLICATIONS IN DETAIL

Stage 2 is a milestone occurring within 3 months for full time students, and within 6 months for full time international students or part-time students. Students are required to submit a full research proposal in the form of a Stage 2 Application, which is available at

http://www.qut.edu.au/draa/or/downloads/students/phd_admin/Stage2ApplicAndGuide.doc

Overall, the purpose of the Stage 2 document is to:

- Give a comprehensive overview of the whole research plan
- Clearly outline what will be completed by the confirmation date
- Demonstrate that the work to be done by the confirmation will enable the student, by this date, to outline a feasible plan to complete the thesis.

The Stage 2 application requires:

(a checklist is found on the stage 2 form)

- Personal details
- Details of candidature
- A title for the proposed research
- Objectives of the program of research and investigation
- An outline of the proposed research program (approx 10 pages) including:

- Background (a review of the literature to set the context and establish the need for the research)
 - Research methods and research plan (study design, subjects, methods of recruitment and data collection, key variables, and methods of analysis)
 - Relation to previous work in the same field
 - A substantial bibliography
 - A time-line for completion
 - Individual contribution to a group project (where applicable)
- Coursework to be completed (the Centre is currently designing new guidelines for minimal formal coursework. TBA)
 - A Research Ethics Review Checklist, which can be downloaded from the Internet at <http://www.qut.edu.au/draa/or/ethics/index.html>. This does not need to be formally approved but the student must indicate when the formal ethics approval will be obtained.
 - The proposed supervisors and their credentials: A principal and at least one associate QUT supervisor are required. Any non-QUT associate supervisors must complete a 'Memorandum of Understanding', available at http://www.qut.edu.au/draa/or/downloads/students/phd_admin/memo_underst.rtf
 - For accompanying material required please see stage 2 proposal form
 - Please see centre Administration for examples of Stage 2 proposals. It is advisable to look at more than one.

Requests for an Extension

If students (and supervisors) become aware of circumstances that will delay the submission of the Stage 2 document, an "Extension Form" form, available at <http://www.qut.edu.au/draa/or/downloads/students/extension%20form.rtf>, should be lodged. An extension of up to 3 months may be granted in order to meet the conditions in the stage 2 applications.

Note:

- Extensions to the Stage 2 application do not alter the original confirmation date
- It is important that each commencing student starts working towards his/her Stage 2 application as soon as he/she enrolls as many students find it difficult to complete the application in time.

Outcome of Stage 2

Students receive a formal response from the Research Higher Degrees Committee regarding the outcome. This form from Research Higher Degrees Office indicates

- Dates for confirmation
- QUT progress reports and completion dates.

In some instances a student may be asked to provide some additional information or to modify a proposal. Supervisors will assist with this. **However please note the confirmation date will remain the same.**

CONFIRMATION

Intro

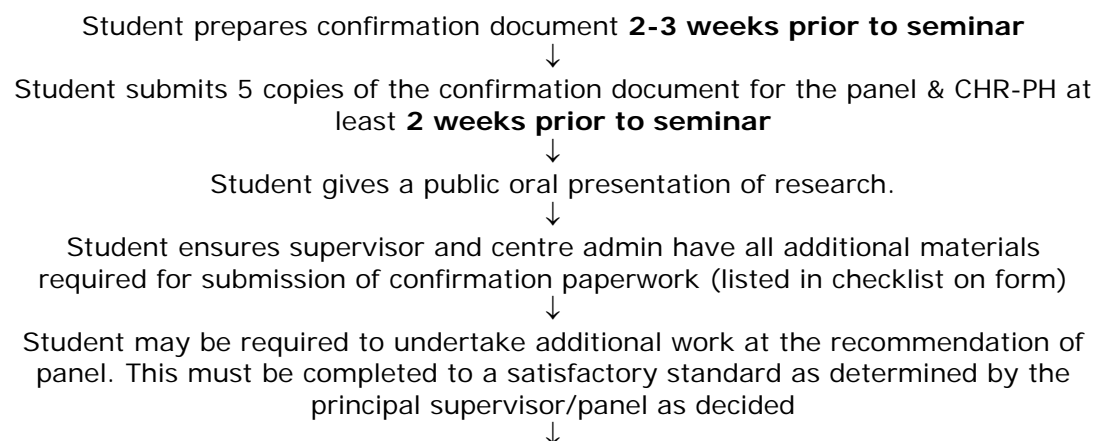
The confirmation process is for PhD students, and for students who wish to upgrade or transfer to a PhD from the Masters or Doctor of Health Science programs. The confirmation provides a further check to ensure that the student's research is appropriate, and that the student has made satisfactory progress to date. It is also a valuable opportunity for students to obtain a thorough review of their proposed research methods while there is still time to incorporate any recommended changes. The confirmation process involves the student submitting a detailed report (the 'Confirmation Document') to a review panel, and presenting a public seminar of the research plan and work completed to date.

The confirmation seminar should take place within 12 months of commencement for full-time students, 24 months of commencement for part-time students and 18 months of commencement for international students. Details of the confirmation process are provided in the *Regulation for the Award of the Degree of Doctor of Philosophy Handbook (PhD)*, section 2.13. Students and supervisors should familiarise themselves with these guidelines. Candidates who are unable to complete the confirmation within the appropriate timeframe must apply in writing for an extension **at least one month prior to the deadline**. Students must download and complete an 'Extension of Due Date' form available online <http://www.qut.edu.au/draa/or/downloads/students/extension%20form.rtf>

Upon completion of the confirmation process, the review panel will make a recommendation to the Faculty of Health and Research Degrees Committee (RDC) regarding the continuation of candidacy for PhD students, and regarding upgrading or transferring to a PhD for Masters and Doctoral Students. Information about the confirmation and other PhD processes is available on the Office of Research's 'Frequently Asked Questions' page <http://www.qut.edu.au/draa/or/phdquest.html>

Summary of steps for confirmation

Student responsibilities



If changes to the confirmation document are requested by the panel, the student must submit these prior to the paperwork being forwarded. Changes may be submitted as an appendix if appropriate with an appropriate annotation in the document



The student receives advice from the RDC advising the outcome of the confirmation (see below)

Supervisor/Centre administration

Supervisor organises review panel and time for confirmation and gives details to the Centre **4-6 weeks prior to seminar**



The Centre seeks Faculty approval for review panel. The SPH AO organises room, AV **4-6 weeks prior to seminar** as well as advertising



The Centre writes to panel members explaining process and verifying their participation and sends the document to panel members with instructions & paperwork **2 weeks prior to seminar**



Panel attends oral presentation and meets immediately afterwards to decide on recommendations. The candidate and panel members sign the 'Confirmation of Candidature Recommendation to Research Degrees Committee' form

http://www.qut.edu.au/draa/or/downloads/students/confirmation_form.doc



Panel meets with student to convey their recommendations.



Student and panel members sign paperwork and principal supervisor writes short report of panel deliberations and submits to centre admin for forwarding

PhD Confirmation Document and Doctorate Research document

AIMS

The document should provide the student's review panel with sufficient information so that they are able to judge the extent to which:

- The student has been making satisfactory progress to date
- There is a solid conceptual foundation to the research
- The methods employed are optimal for answering the research questions/ testing the research hypotheses
- The research plan is feasible. This means for example:
 - Resources are available to conduct the proposed research
 - It is ethically sound
 - The amount of work is consistent with completing in the minimal time for a PhD (3 years full time)
- The proposed research is sufficient to warrant the award of a PhD at its completion

Students should submit **5 copies** of this document **21 days prior** to the seminar to the CHR-PH AO who organises the distribution to the panel members.

For detailed guidelines -

Link to pdf titled: Confirmation and Research document

The following guidelines have been developed for CHR-PH students to ensure a standardised approach to the preparation of the confirmation document. These guidelines encompass the university regulations regarding the areas that are required for the report. The page lengths provided are guidelines only, and again may vary according to different types of research. However, a longer document is not necessarily better, and the student should aim to provide a succinct summary of his/her work. For example, in the literature review, the student should provide sufficient detail that reviewers can assess the merit of his/her research proposal. It is envisaged that this could be 20 pages. This literature review then forms the base of the final review in the thesis

1. Title Page

- Student name and number
- Name of the research Centre
- student name and number
- name of the research centre
- title of thesis
- date of confirmation seminar
- supervisors

2. Table of Contents

A detailed list of the contents of the document, with corresponding page numbers.

3. Abstract (2 pages)

A 1-2 page summary of the contents of the research being undertaken.

- Research title
- date of confirmation seminar
- supervisors
- research title
- summary
- aims
- significance of research
- design and methods employed
- expected outcomes

4. Background and Literature Review (4-6 pages)

Full Literature Review up to 20 pages should be included in the appendix

This section will provide a concise, detailed background to the research. It should: provide a statement of the problem or health issue that is being investigated and its significance; summarise the current state of research in this area; identify gaps in knowledge; and develop a logical argument for the research that is to be conducted. The review should demonstrate a sound grasp of the relevant literature and an ability to summarise literature into a succinct integrated overview. This section should also indicate how the proposed research program

builds on previously published work in the field. Based on common feedback, it is vital that the literature review be critical, not merely descriptive as well as being current.

5. Aims (1 page)

This section will follow on from the background and will describe the specific aims and significance of the research. Hypotheses or research questions should be clearly stated.

6. Research Plan (up to 10 pages)

This section will vary in structure and length according to the nature of the research being undertaken, and the amount of work that has already been completed. It is generally expected that students will have completed some data collection by the time of his/her confirmation (e.g., a pilot or initial study). Students would also be expected to have a solid plan of his/her research methods and should have identified the measures to be employed. Proposed recruitment methods, sampling framework, sample size, and principal measurement tools should be described. Any new assessment tools developed by the student should be appended to document.

(NB – the research plan must be based on funding and resources available at the time of the confirmation. If future funding/resources have not been finalised this should be added as supplementary information re what could be done if this occurs)

The student should provide the following information:

- brief background and aims (of this particular study)
- research design and methodology
- sample (including recruitment methods and sample size calculations if appropriate)
- procedure
- measures/ assessment tools
- proposed methods of analysis
- costs/ budget (as available at time)
- work completed or results (if relevant)

In this section, students should clearly indicate what work has been completed, is currently underway, and what is yet to be completed. Copies of measures to be used and summary results tables may be appended to the document.

7. Research Timeline (1 page, table form)

Students should include a detailed timeline for completion of his/her research. To assist reviewers in assessing the feasibility of the timeline, students should indicate clearly whether s/he will be studying on a full-time or part-time basis. The timeline should cover the whole PhD, including the work that has already been undertaken, as well as that projected until the end of enrolment. It should include time allocations for:

- data collection for each study;

- any coursework to be undertaken;
- schedule of any major presentations;
- data entry, cleaning and analysis; and
- writing of literature reviews, papers for publication, and the final thesis.
- Holidays
- Conference attendance

NB if it is proposed that the thesis will be by publication, adequate time must be allowed for preparation and reviewing of drafts. It is also vital that the timing allows for at least one paper to be accepted totally.

8. Progress to Date (length as required)

- Provide a brief summary of work completed to date. This may be in paragraph or list format and should include any course work completed, or to be completed, any participation in scholarly activities within the CPHR, and a statement regarding the relation between work done and work outlined for the rest of the period.

9. Ethics Statement (1 paragraph)

Human research requires ethics committee approval. The student should provide a statement of what ethics approval has been sought or will be sought for this research. Copies of approvals obtained from Ethics committees should be appended to the document.

The student should also indicate whether Health and Safety approval has been obtained, and where appropriate, biosafety approval.

10. References (length as required)

Provide a list of references that have been cited in this document. Please note that this is not a bibliography, and should only contain those references that are actually cited.

11. Appendices

Students may append a variety of additional information that will help the review panel to understand and evaluate the quality of the research being undertaken. If students have completed pilot research or undertaken an initial study, a summary of the data collection and/or results should be appended to the confirmation document.

The confirmation process is an excellent opportunity for students to get thorough feedback on his/her work. Thus, it is useful to append copies of any materials that the student has designed or developed. The types of things that could be included as appendices are:

- new assessment instruments being developed by the student (e.g., questionnaires or audit documents);

- materials to be distributed to research subjects, e.g., letters to participants, consent forms, information brochures;
- summaries of any data collection or results obtained.

Oral Presentation

The student will present an overview of his/her research in a public forum as part of the Confirmation Seminar. The presentation should provide a succinct, coherent overview of the main sections that are covered in the confirmation document – namely:

- Background to the research
- Significance of research
- The hypotheses or research questions
- Overview of the research design
 - Subjects (including recruitment and sample size issues)
 - Methods and measures
 - A summary of likely data analysis
- An overview of work completed
- A timeline for the remaining work.
- Budget

The presentation should be 30 - 40 minutes to allow time for discussion and questions. Past students have found the ensuing discussion to be most helpful in identifying gaps in their research proposal and for identifying alternative solutions. A challenge though, is for the student to identify the most important information to present in the given time.

It is advisable for students to practise their presentations with their supervisors and/or other students prior to the confirmation seminar. Even students not in the same area of study are often able to provide very useful feedback on how well the material is being communicated.

Review panel

Selecting the Review Panel and Arranging the Confirmation

The panel members should be selected on their ability to contribute expert content knowledge or knowledge of the setting in which the research is being conducted. At least one panel member who is external to the research team and/or the School to provide some novel, critical input should be included. The panel should consist of:

- The Principal Supervisor, who will act as the panel's chairperson, and
- At least two others, one of whom may be an associate supervisor. In some instances, an additional person may be necessary to cover all areas of the proposed thesis.

The Centre and Director of Postgraduate Research are responsible for the administrative support to the process, including confirming the panel, booking rooms and audiovisual equipment, advertising the oral presentation, obtaining appropriate Faculty approvals for the panel and forwarding the recommendations.

The confirmation is organised by the student's principal supervisor. The supervisor will should discuss the selection of the confirmation review panel with the student. Supervisors are to contact each panel member to invite his/her participation, explaining the process and what would be involved, and set a time for the confirmation that is convenient for the panel and student.

Once the supervisor has organised the time of the confirmation presentation, and the panel membership, he/she should email the Director of Postgraduate Research with the agreed date, time, and full contact details of the panel members. The Centre will obtain approval for panel members from Faculty Research Committee.

The Director of Postgraduate Research and the SPH Administration Officer will then write to each panel member to confirm times and their roles in the process, arrange room and audiovisual equipment bookings, and ensure internal and external advertising of the confirmation. **Contact details for any other person the supervisor or student wishes to invite to the confirmation seminar should be provided to the Administration Officer.**

The student will provide the Administration Officer with sufficient copies (usually five) of the confirmation document: one for each panel member, plus a copy for the Centre, and two copies of the covering information (as per student guidelines). These need to be submitted **at least two weeks** prior to the presentation to allow time for mailing and at least one week for panel members to read the document.

The Administration Officer will mail the confirmation document to each panel member with a covering letter explaining the purpose and process of the confirmation. The Administration Officer will also provide a copy to the principal supervisor as chair of the review panel, including the QUT paperwork that will need to be completed to ensure the confirmation is processed appropriately.

The Administration Officer will confirm with any external panel members a day or two prior to the seminar to ensure they are aware of parking conditions at the time.

Satisfactory Outcome

Following the student's oral presentation for the Confirmation, the review panel meets to discuss their recommendations regarding the student's confirmation, and to identify feedback to be provided to the student. The panel should meet for 2 hours: 1 hour for the oral presentation by the student; and 1 hour immediately after to discuss their recommendations, then to meet with the student to convey these recommendations. Faculty regulations stipulate that the meeting occur immediately after the oral presentation.

The review panel will need to consider the following in reaching their recommendations:

- Has the student been making satisfactory progress in his/her studies to date?
- Is there a solid conceptual foundation to the research?

- Are the methods employed optimal for answering the research questions/ testing the research hypotheses?
- Is the research plan feasible? ie within the timeline proposed, with the resources currently available
- Is the proposed research sufficient to warrant the award of a PhD at its completion?
- Are there adequate resources available for conducting the research as proposed? If approval for access to clients, lab facilities have not been obtained, again what contingency plans exist should they not be forthcoming?

The panel then meets with the student to relay their recommendations, and to clarify any issues or questions about the research. This can be a useful opportunity for identifying potential solutions to research problems that the student may be facing.

Supervisors must complete the form 'Confirmation of Candidature Recommendation to Research Degrees Committee' available online (http://www.qut.edu.au/draa/or/downloads/students/confirmation_form.doc).

Completed forms must be signed by the candidate and all members of the review panel, once the candidate has made any recommended changes. The supervisor supplies the signed forms and summary sheet to the SPH Administration Officer.

Unsatisfactory Outcome

From time to time a student's confirmation is judged to be unsatisfactory, for example due to poor progress, lack of conceptual clarity, or insufficient research content.

The University Research Degrees Committee reserves the right to place the candidate under review for up to 3 months, based on the recommendations of the Faculty Research Committee.

If a candidate is placed under review, the principal supervisor must advise the candidate within 7 days and provide written guidelines on the work to be completed, due dates and indicate if a further confirmation seminar is required. **Candidates may not take a leave of absence from their studies whilst under review.**

One or more of the following will apply in the case of an unfavourable outcome:

- Student is required to submit a revised confirmation document or parts of the document (e.g., with revised sampling methods and sample size calculations, revised timeline)
- Student is required to present a second oral presentation on his/her research, covering additional information or demonstrating an improved ability to answer questions about the research
- Student is informed that the research or progress is not suitable for a PhD, and he/she is advised to change from enrolment in the PhD program to the Master of Applied Science program (or in the case of a Masters student seeking to transfer to a PhD, that the transfer is not recommended)
- Student is informed that the research or progress is not suitable for a PhD, and is advised to consider a withdrawal or leave of absence from the program

- Student is advised that the research or progress is not suitable for a PhD, and the panel recommends that the student's candidature be terminated.

Any additional work that is recommended by the review panel must be completed to a satisfactory standard within three months of the confirmation, at which time the Faculty must advise the Research Degrees Committee whether the conditions of the review have been met.

For details on other aspects of the PhD program please refer back to the table of contents [\(link\)](#)

DOCTOR OF HEALTH SCIENCE

INTRO

The Doctor of Health Science program provides an opportunity for suitably qualified practising health professionals to further their knowledge, skills and abilities in ways that meet the needs of their health professions. Specifically, this program aims to develop advanced analytical and/or conceptual capabilities through a combination of coursework and research that is grounded in the students' professional settings. It equips students to design, implement and evaluate health care programs and delivery.

Internationally, the Doctor of Health Science has been a recognised professional qualification for some years. The Doctor of Health Science completes the suite of degrees available within the Faculty of Health and provides a logical progression from the Master of Health Science.

The Doctor of Health Science can be distinguished from the PhD. In contrast to the PhD, which focuses more closely on the development of new knowledge and theoretical perspectives, the Doctor of Health Science is primarily designed to enable a significant contribution to the enhancement of professional practice in health through the application and development of theoretical frameworks. The Doctor of Health Science is concerned with researching real health issues via the critical review and systematic application of appropriate theories to professional practice. It can be interdisciplinary in approach and is intended to provide for personal development.

After receiving information about the course please direct any further enquiries to the Course Coordinator.

A/Prof Carla Patterson

c.patterson@qut.edu.au

General information about higher degrees in the Faculty of Health is available on the Faculty of Health Courses Page

(<http://www.hlth.qut.edu.au/courses/postgrad.jsp>), the Faculty of Health office (07) 3864 5779, or the Student Infoline (07) 3864 2000.

GOALS

The aim of this course is to develop the knowledge, skills and generic attributes that will prepare health professionals for advanced positions in their profession. The degree extends both the coursework and research beyond the Masters level and contributes to the body of knowledge of health professions.

The Course:

- Contributes to lifelong learning
- Extends students' knowledge of health care issues
- Develops students' capacity to contribute more fully in an increasingly knowledge-intensive industry

- Enables students to respond to the changes brought about by advances in technology, changing demographics, and the public's increased expectations of the health care industry
- Enhances students' leadership roles

Students will:

- Command in-depth knowledge and skills in contemporary public health
- Extend their competence in research methods
- Demonstrate high level critical thinking and reflective practice skills
- Enhance communication skills
- Contribute to the body of knowledge underpinning their profession

COURSE STRUCTURE

The program comprises a coursework component and a research component. **The coursework must be completed, or near completion, prior to proceeding to the research component.** The mix of coursework has been selected to achieve depth in the major field and breadth in health sciences. Students are required to choose from the lists of major fields listed on the next page.

Students are required to:

- Complete 4 units from their major study area (at least 2 units must come from List B)
- Complete 2 units in research methods
- Complete 2 elective units from any of the majors or research methods. Other electives may be selected with permission of the course co-ordinator if they complement the proposed research and are at an appropriate level

To achieve the appropriate advanced levels candidates must seek academic advice to ensure that the program of study is coherent and commensurate with the doctoral program.

Many of the units of study can be completed in distance or flexible mode, however, students generally would find it an advantage to visit the campus during their program.

Length of Course

The normal duration will be:

- 3 years full-time
- 6 years part-time

The program consists of one third coursework and two thirds thesis or portfolio work. Advanced standing for a previous course work masters degree may be granted. Refer to the section above.

Full time mode

Year	Semester 1	Semester 2
One	Core unit in Research Methods (12 cp) Core unit in Research Methods (12 cp) Major study 1 (12 cp) Major study 2 (12 cp)	Major study 3 (12 cp) Major study 4 (12 cp) Elective (12 cp) Elective (12 cp)
Two	HLR710-1 Research project (24 cp) HLR710-2 Research project (24 cp)	HLR710-3 Research project (24 cp) HLR710-4 Research project (24 cp)
Three	HLR710-5 Research project (24 cp) HLR710-6 Research project (24 cp)	HLR710-7 Research project (24 cp) HLR710-8 Research project (24 cp)

Part time mode

Year	Semester 1	Semester 2
One	Core unit in Research Methods (12 cp) Major study 1 (12 cp)	Major study 2 (12 cp) Elective (12 cp)
Two	Core unit in Research Methods (12 cp) Major study 3 (12 cp)	Major study 4 (12 cp) Elective (12 cp)
Three	HLR710-1 Research project (24 cp)	HLR710-2 Research project (24 cp)
Four	HLR710-3 Research project (24 cp)	HLR710-4 Research project (24 cp)
Five	HLR710-5 Research project (24 cp)	HLR710-6 Research project (24 cp)
Six	HLR710-7 Research project (24 cp)	HLR710-8 Research project (24 cp)

Research Units

Two units must be completed from the following list:

List A	List B
PUN105 Health Statistics (sem 1) HLN405 Qualitative Research Methods (sem 1 & 2) HLN705 Introduction to Quantitative Research Methods (sem 1)	HLN706 Advanced Quantitative Research Methods (sem 1)

MAJOR STUDY AREAS

Course Unit Abstracts

Links to course unit abstracts are available from:

<http://www.hlth.gut.edu.au/ph/courses/> (**Link to course unit abstracts on the courses page**). These will give an indication of objectives, rationale and assessment patterns of the units of study. Full unit outlines are available at commencement of each unit.

Doctoral students will be exempted from completing specified prerequisites but candidates should be aware of the assumed knowledge based when enrolling in such units.

Health Services Management and Policy Sciences

PUN601 Contemporary Health Policies (sem 2)	HLN701 Independent Study (sem 1, 2 & S)
PUN602 Health Planning, Management & Evaluation (sem 1)	PUN615 Advanced Health Service Management (sem 2)
PUN608 Health Economics (sem 2)	PUR200 Emerging Issues in Public Health (sem 2)
PUN610 Health Services Management (sem 2)	PUR201 Advanced Professional Studies (sem 2)

Public Health

PUN103 Advanced Epidemiology (sem 2)	HLN701 Independent Study (sem 1, 2 & S)
PUP035 Health Promotion Strategies And Evaluation (sem 2)	PUP034 Advanced Studies and Practice in Health Promotion (sem 2)
	PUR200 Emerging Issues in Public Health (sem 2)
	PUR201 Advanced Professional Studies (sem 2)

Occupational and Environmental Health Sciences

PUN008 Risk Management: Identification and Assessment Processes (sem 2)	HLN701 Independent Study (sem 1, 2 & S)
PUN302 Determinants of Workplace Injury & Disease (sem 1)	PUN009 Risk Treatment (sem 1)
PUN617 Environmental Health Management (sem 2)	PUP250 Occupational Hygiene (sem 2)
PUP415 Occupational Health (sem 1)	PUR200 Emerging Issues in Public Health (sem 2)
	PUR201 Advanced Professional sem2)

Nursing (major only available to candidates eligible for registration as a nurse in Australia individual units available to others)

NSN502	Critical Inquiry in Health Care (sem 2)	HLN701	Independent Study (sem 1, 2 & S)
NSN507	Contemporary Practice Issues (sem 1)	NSR001	Advanced Nursing Studies (sem 2)
NSN515	Clinical Leadership and Management (sem 2)	NSN508	Advanced Readings in Nursing (sem 1 & 2)

ONGOING ENROLMENT

Students are reminded that they must enrol each year online and pay the appropriate guild fees otherwise they may be placed under review. If a leave of absence is taken this must be formally approved by the supervisor and course co-ordinator. (Form at (<http://www.qut.edu.au/draa/or/forms.html>) There are rules regarding the timing and amount of leave of absence.

RESEARCH COMPONENT

The research component is designed to be strongly grounded in students' professional practice in order to enhance and extend critical thinking, synthesis, application of theoretical frameworks and the development of new knowledge at an advanced level in a relevant field. The research can be interdisciplinary but should apply concepts and principles acquired and developed through the coursework component of the degree. Theoretical and practical aspects are brought together by identifying the student's research focus and supervisory team early in their program and designing a complementary coursework program that is relevant to both the student and the profession.

The research will culminate in a thesis or portfolio very similar in most respects to the thesis or portfolio required for a PhD. Although the depth, rigour and originality of the professional doctorate thesis or portfolio will be expected to be comparable to that of the PhD, the scope of the research and the length of the thesis is expected to be about two-thirds of that for the PhD.

Projects will be designed to enhance professional practice and leadership in health systems. Practice-based mentors will assist in providing the practical advice and guidance to complement the academic supervision.

Students construct and conduct their research in close collaboration with their supervisors. The principal supervisor will be located in the Faculty but joint supervision with workplace based colleagues is encouraged. Supervisors will be identified early on during students' candidature so that close working relationships and learning outcomes can be achieved. The research program, whether a single project or a portfolio of related, coherent projects, must be approved before commencement of the data collection phase. Students will be expected to present their work to their peers. Each semester, students will be expected to present a report or paper on their progress. If the research is taken as a portfolio the linkage must be clearly identified. The extent of the reports, topics, format and presentation are to be agreed at the commencement of each semester, and

appropriate timelines and plans constructed to assist students in conducting their work.

To assure quality in the research program, students will be required to present a detailed proposal including methods and timelines for academic review. This will be approximate the standard of a Stage 2 PhD proposal which is described in 'Summary of Steps for Stage 2 Enrolment in the PhD' (**Link to summary of steps for Stage 2 PhD**)

SUMMARY OF STEPS FOR RESEARCH COMPONENT

Students enrol in one or two research units (HLR710.1-8) each semester depending on whether they are full or part time.

At the end of the first unit, HLR710-1, that is, the end of first semester (part-time) or mid first semester (full-time) of the research component, students will be required to present a detailed proposal for academic review including methods and time lines plus an oral presentation as described in this section. Students will not be permitted to commence their research nor proceed to the next unit ie HLR710-2 until this is satisfactorily passed. A form for signature that this step has been completed will soon be available on the Faculty website but presently may be obtained by emailing CHR-PH admin

Each semester of enrolment , student and supervisor complete a contract based on the plan outlined in HLR710-1 and sign this. This form will soon be available on the Faculty website but is currently available from the CHR-PH administration (gh.carter@qut.edu.au).

At the end of each semester, the principal supervisor in consultation with the supervisory team will sign off that the agreed work has been completed and email/forward this advise to the course Co-ordinator. If the agreed contract has not been completed the student may not proceed to the next research module.al.

The final thesis or portfolio will be presented at the end of the final semester of enrolment.

Students will be required to undertake a final oral presentation of their work prior to submission of the thesis or portfolio.

The examination of the thesis/portfolio will examine:

- The student's general understanding of the field
- The originality of the applied research
- The suitability for publication
- The significance of the work as a contribution to knowledge, or understanding of knowledge in the field and its professional application

ORAL PRESENTATION

An oral presentation must be undertaken by all students who enrol in a Doctor of Health Science as part of HLR710-1 Research Project. The presentation should provide a succinct, coherent overview of the main sections of the research project

- namely the background to the research, setting up the case for why this research is needed, the hypotheses or research questions, an overview of the research design, subjects (including recruitment and sample size issues), methods and measures, a summary of likely data analysis, an overview of work completed, and a timeline for the remaining work.

Aims of the Oral Presentation

The aim is to provide students and supervisors with sufficient information so that they are able to judge the extent to which:

- The student has been making satisfactory progress to date
- There is a solid conceptual foundation to the research
- The methods employed are optimal for answering the research questions/testing the research hypotheses
- The research plan is feasible
- There are adequate resources available for conducting the research as proposed.

Review panel

A panel of experts will review the research project document and presentation. The panel will comprise:

- The Principal Supervisor, who will act as the chairperson of the panel and
- Two Academic staff, one of which may be an associate supervisor.

Organisation of seminar

The presentation is organised by the student's Principal Supervisor. The supervisor is responsible for selecting the review panel, arranging a mutually suitable time and date for the presentation, chairing the review panel, ensuring that appropriate recommendations are made and implemented, and providing feedback to the student.

Centre administration will organise the venue for the presentation and panel meeting send out copies of the review document with a letter outlining the purpose to the review panel and advertise the seminar. Students and supervisors must advise centre administration if other persons are to be invited who would not normally be on QUT circulation lists.

After the seminar, the panel will meet and discuss the appropriateness and feasibility of the plan and provide feedback to the student as to any requirement for amendment.

The panel and student sign the oral presentation form and forward the signed copy plus a copy of the final document to centre administration.

ADMINISTRATION AND CHANGES TO PROGRAM

All administrative matters relating to postgraduate degrees require multiple levels of approval. Many forms require the signatures of the student, Principal Supervisor, Course Coordinator, and Head of School.

The same forms are used for the professional doctorate programs as are used for PHD programs for any changes including enrolment status, change of supervisory team,

- Download the latest version of the relevant form from the Office of Research website (<http://www.qut.edu.au/draa/or/forms.html>) and modify as necessary
- Discuss the application/ recommendation with your supervisor and with the Course Coordinator (if needed)
- Complete the form, including signatures from the student and Principal Supervisor (as relevant); and then
- Submit the application form to the Course Coordinator

UNSATISFACTORY PROGRESS

- With respect to coursework studies, candidates who have not attained a pass level (grade of 4 or better) or who have otherwise progressed unsatisfactorily may have their candidature terminated on the recommendation of the Course Coordinator.
- With respect to research work, progress that is considered clearly unsatisfactory by both the Principal Supervisor and the Course Coordinator may lead to a recommendation by them to the Dean that the candidate be excluded from the course.
- Before the Dean recommends exclusion, the candidate shall be given the opportunity to show cause that this action should not be taken.

EXAMINATION OF THESIS OR PORTFOLIO

Prior to submission of the thesis /portfolio for examination, students must undertake a final seminar with a review panel. Details of this process are currently being finalised.

The examination process will include two external examiners with a third reserve nominated. Forms for nomination of examiners are as per the PHD. Currently the University is amending rules for the examination process. Amended details pertinent to this degree will soon be available

Thesis Option

Students may elect to conduct a single piece of research of a standard and rigour of the PhD but of a reduced size (Approximately 65%). If this is selected, students must present the work as a thesis following standard QUT format and content areas.

Find information on this topic at: <http://www.qut.edu.au/draa/or/studthesis.htm>

Portfolio Option

As an alternative to a single piece of research, students may elect to conduct a group of related projects that will be presented as a portfolio. There can be between 2-3 such projects. The projects must be related by overall research questions or hypotheses. The portfolio will be presented in a manner which clearly identifies how the various elements are related and how, together, they advance knowledge in the professional area of study. The precise format and content of the portfolio should be discussed with the supervisory team during enrolment in HLR710-1, to ensure that the depth and breadth of the work are appropriate.

Candidates will submit to the Faculty Office four copies of the thesis or portfolio bound in a temporary form as approved by Research Management Committee. The thesis or portfolio should be accompanied by a signed declaration stating that:

- The candidate has complied with the ethics of experimentation as set out in the publication Guide to Thesis Presentation
- The thesis is the candidate's own work and that all other sources are correctly acknowledged
- The thesis has not been submitted to another institution.

The thesis must contain a joint declaration signed by both the student and their supervisors stating that the thesis is ready for examination.

Examiners are provided with a set of notes that outline the objectives of the specific degree program at QUT and are asked to judge whether that student has met them according to the criteria stated in the regulations.

SUPPORT

SEMINARS AND WORKSHOPS

Seminars for Postgraduate Students

The Centre offers a range of seminars for postgraduate research students to facilitate their research studies. These programs tend to vary from year to year, with the needs of each cohort of students, and on the basis of feedback from previous years.

In public health, seminars offered may include:

- **Orientation Seminars:** Provided by the Director of Postgraduate Research, these seminars are run over a period of 6-8 weeks, and provide a general overview of matters relevant to the early stages of enrolment. Some sessions may be held jointly with other student groups (e.g., the honours students) where this is appropriate (e.g., for computer training with specific software).
- **School of Public Health Seminars:** Offered each week during the semester, these seminars showcase the research and academic activities of SPH and Centre staff and students, and some invited visitors. These seminars are normally held as 1-2pm on Tuesdays. A member of academic staff and a postgraduate research student arranges the seminar program at the start of each semester.
- **Postgraduate Research Development Workshops:** These workshops are held on an occasional basis and usually have a variety of speakers discussing a particular topic.
- **Journal Club:** a member of the Centre senior research staff runs this throughout each semester. It is designed to look at latest developments in methodology, to foster critical analysis and reflection skills, and to encourage interested students to keep up to date with the literature.
- **Statistics clinic:** Diana Battistutta runs these clinics each semester to complement formal courses. Students are advised to attend these as appropriate. Before students seek individual advice there is an expectation that students will have sought this level of assistance at a group level. Email: d.battistutta@qut.edu.au

FINANCIAL AND RESOURCE SUPPORT

Financial Allocations

The Centre currently provides \$1000/year over the term of postgraduate study for full time students. For example:

- Masters students receive \$1000/year over 2 years for full time study and \$500/year over 4 years for part time, dependant on whether their initial enrolment is provisional

- PhD students receive \$1000/ year over 4 years for full time study and \$500/year over 8 years for part-time students
- In the same way, Doctor of Health Science students will receive \$1000/year for 3 years of full time study and \$500/year for part time for 6 years.

The amount of this allocation is determined on a yearly basis. This money may be used for any research related purpose.

Examples of how this money can be spent include:

- Support for attending conferences at which the candidate is presenting
- Direct research costs i.e. postage, transcription, data entry
- Textbooks
- Databases
- Photocopying
- Course attendance (requires supervisor approval)

In order **to access financial support**, the following forms should be completed. They are available from the shelves near the photocopier in O block A wing or in the SPH office (C and D wing)

- Petty cash – This is for small amounts less than \$50 including GST. A 'Petty Cash Claim Form' should be completed and the receipt for the expenditure attached. Once this has been signed by the Administration Officer the money can be obtained from the cashier in K block.
- Payment Claim – For expenditure greater than \$50 a 'Payment Claim Form' should be completed and signed by the Administration Officer or the Financial Administration Officer. An 'Electronic Funds Transfer Details' form must be completed with the first claim to provide necessary banking details as the money is deposited in a student's bank or credit account.
- Payment by credit card – The SPH administration officer can make payments for students by credit card. A 'Corporate Card Purchase Order Form' must be completed before such purchases are made.
- Hospitality Expenses - If students need to outlay money for hospitality as part of research they are asked to check with SPH Administration Officer regarding the conditions, as fringe benefits tax may apply. A 'Hospitality Expenses Payment Claim Form' applies.
- Travel – A 'Mileage Claim Form' can be used for compensation if students are using their own vehicles for research. QUT vehicles may also be used. Please check with the SPH administration Officer for details. Students must be registered to use QUT vehicles.

Note

- There is no carryover for this money from year to year. If not spent it is lost to the student.

Space

Full time students are allocated a desk and limited storage facilities in terms of a locked filing cabinet and bookshelves. Normally part-time students are not given space however there is a desk available for occasional use. If part-time students

need a desk for a limited time this can usually be arranged if advance notice is given to the Program Director.

Photocopying number

Students are given a number for their photocopying needs. This cost is taken from the student allowance.

Telephone

Students have a telephone on their desk. Costs for this come from the student allowance.

Short courses

There are many useful short courses run through the Centre, the Research Student's Centre, or the QUT Library such as training for SPSS and EndNote software. Many of these are free. There are some courses for which a fee is charged and students can use their allowance for such courses. Students should also consider courses that are run by other centres and even conferences if they offer specialist skills/content of specific interest.

Inter Library loans

Documents can be delivered to QUT Library from other library and postgraduate students can borrow from selected other university libraries free of charge. University charges for interlibrary loans are debited from a student's allowance. More details are available from the library www.library.qut.edu.au

Summer School

The School of Public Health runs a Summer School in November each year. Students are given discounted rates and in some instances the whole cost may be met for the student.

Conference Attendance

Students are encouraged to attend conferences and give presentations. Again the student allowance can be used. For overseas conferences students may apply for a grant-in-aid <http://www.qut.edu.au/draa/or/grantsaid.html>
The Centre and the Faculty have been providing matching funding for these. Remember, they are competitive so a compelling case needs to be made.

PHRIN

- PHRIN is the Public Health Research Information Network and consists of research assistants and postgraduate students. Its purpose is to support collaborations between students and staff to improve research knowledge and practice. It runs regular workshops and courses and compiles helpful fact and tip sheets. The phresearchnetwork@qut.edu.au email list has been established to allow PHRIN members to send out a range of queries for a quick reply. Students and research assistants in public health are

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Staff will be able to advise potential students on the application process and issues related to enrolment in postgraduate research courses.

The website address is <http://www.qut.edu.au/draa/or/rss.html>

Useful Websites

Coming

FREQUENTLY ASKED QUESTIONS

Must I enrol each year? Yes, you can do this online using the form <http://www.qut.edu.au/draa/or/forms.html#Admissions> - PR forms which is then forwarded to the Research Students Centre.

What is the expected submission date? Currently this is 4 years for a PhD student, 2 years for a Masters student, and 3 years for a Doctor of Health Science student.

What is a "maximum submission date"? This is the date by which your thesis must be lodged with the Office of Research for examination. Before this date your Final Seminar must be completed along with any required corrections. It may be possible to obtain an extension by applying in writing to the Office of Research.

Can I take time off? If you wish to take leave of absence to undertake full time paid work, due to illness, or for family or other reasons, complete the prescribed form and forward to the Office of Research with a letter of endorsement from the your Supervisor. Any periods of absence are added to the time you have to complete the student's PhD. Full-time students are not normally allowed more the 12 months leave of absence during the course of your studies. Part-time students are allowed up to 24 months leave of absence. Use the 'Leave of Absence' form located at <http://www.qut.edu.au/draa/or/downloads/students/Leave%20Absence%20Form.rtf>

NB: Remember you must complete a Return from Leave of Absence form when you return.

Can I enrol in another course while doing my PhD? Normally this is not allowed, and may only be undertaken with the express permission of the Research Degrees Committee.

How much paid work can I undertake while enrolled full-time? Regulations for APA and QUTPRA scholarships stipulate that scholarship holders must commit to at least 30 hours per week on his/her course of study. You can undertake paid part-time work with the approval of the Head of School, provided that it does not interfere with the progress of your study.

A candidate in receipt of a scholarship is subject to additional restrictions on the amount of paid work allowable as described in the relevant scholarship guidelines.

What fees are associated with higher research degree studies? Research higher-degree students who are Australian citizens or permanent residents may

be exempt from HECS fees. This normally applies for the first four years of candidature. The Research Students Section and Student Fees Office can advise students on the current state of HECS exemptions as these may change from year to year. Currently part-time research Masters students are liable for HECS payment.

Guild payments for full time students (2003): \$242.00

For HECS liability and other fee information see:

<http://studentservices.qut.com/atqut/fees/>

International students will be required to pay fees on a semester basis. Further advice is available from the Office of International Students at:

<http://studentservices.qut.com/entry/ois/>

QUT International

Queensland University of Technology

Victoria Park Road, Kelvin Grove

Brisbane Qld 4059

Australia

Phone: (international) +61 7 3864 3142

Fax: (international) + 61 7 3864 3529

What do I do when the media calls? Often students are called by the media eg after they have given a conference presentation. While publicity for your project is often desirable, especially if it helps obtain subjects for a study, caution needs to be taken. You will not be allowed to read what the reporter writes and they will often present material in a sensational manner even though you have not done this. Media is covered in the orientation program. You can also get advice about media releases from Public Relations. If you have something interesting for a story it is good practice for you to do a story for Inside QUT. In this instance you are able to read the story before it is printed. However remember other press often pick up stories from Inside QUT.

Media Manager (QUT Corporate Communication Media Services)

Janne Rayner

Email: j2.rayner@qut.edu.au

Call (07) 3864 2361, 0407 585 901

SUPERVISION

INTRO

Selecting an appropriate supervisory team may be critical for the successful completion of a postgraduate research degree. In many ways, the supervisory relationship is a lot like a marriage, and it is important that student and supervisor have a comfortable working relationship, have clear expectations of each other and have an understanding of each other's contributions to the conduct of the research. It is important that both student and supervisor actively choose to work together and negotiate a relationship that meets each person's needs.

Several resources exist for guiding both students and supervisors through this process. These may be downloaded from the Office of Research website:

- QUT staff supervision log.
(http://www.qut.edu.au/draa/or/downloads/students/phd_admin/Supervisor%20Log.doc)
- Supervision guide for postgraduate students and supervisors
(http://www.qut.edu.au/draa/or/downloads/students/phd_admin/supervision_guide.rtf)
- Tracking postgraduate supervision
(http://www.qut.edu.au/draa/or/downloads/students/phd_admin/tracking_supervision.rtf)
- Code of Good Practice
(<http://www.qut.edu.au/admin/mopp/Appendix/appendix66.html>)

Note for Doctor of Health Science: Some forms may refer to the PhD degree. If these forms are used they should be clearly marked Doctor of Health Science.

SUPERVISION POLICY

At QUT, each postgraduate research student will receive supervision from at least two supervisors. Students will have:

- One nominated principal supervisor, who is a staff member of QUT, and who will take overall responsibility for the student's research and progress
- For PhD and Masters students, a nominated associate supervisor from QUT who can advise on aspects of the research, and who will act as principal supervisor in the absence of the nominated principal supervisor. For the Doctor of Health Science, the associate supervisor may be from industry.

Students may also choose, in consultation with the principal supervisor, to have one or more additional associate supervisors from inside QUT or external to QUT.

The process entails:

- Supervision is discussed with Heads of School, Directors of Centres and with the Course Coordinator

- The names of supported supervisors will be transmitted to the Faculty Research Committee for approval
- No staff member will normally be permitted to supervise, either as principal or associate more than six full-time (or equivalent) higher degree students at any one time
- Persons who have an adjunct or appointment may act as principal supervisors.

SUPERVISORS

Principal Supervisor

A Principal Supervisor will normally:

- Have successfully supervised postgraduate research students to completion and
- Hold the degree himself/herself, for which the student is studying or
- Have an established research track record in the proposed area of research
- Be a QUT staff member or hold a QUT adjunct position

Associate Supervisors

An Associate Supervisor is selected for his/her ability to contribute to the theory, methods or implementation of the research. According to QUT regulations, at least one Associate Supervisor must be from QUT (for PhD and Masters only), unless the candidate is studying externally. The Associate Supervisor will be required to provide appropriate supervision when the Principal Supervisor is absent from the university, and will act as a temporary supervisor until a suitable replacement is found, should the Principal Supervisor leave QUT. The Associate Supervisor may, with permission from the Office of Research, also assume the role of Principal Supervisor after 12 months supervision of the candidate. Other Associate Supervisors may be appointed as appropriate.

An Associate Supervisor may have fewer qualifications than are necessary to be appointed as a principal supervisor (e.g. may not have a PhD). However, a PhD candidate cannot act as an associate supervisor without permission from the Research Degrees Committee.

Within the centre, the Associate Supervisor must hold a PhD when a Principal Supervisor has not supervised a student to completion.

External Supervisors

Other Associate Supervisors may be academic or research staff from other institutions or may have a workplace role that could facilitate the student's access to subjects or data. Associate Supervisors who are external to QUT must sign a Memorandum of Understanding (available at http://www.qut.edu.au/draa/or/downloads/students/phd_admin/memo_underst.rtf) with the Faculty. This is to ensure that roles and expectations are clearly understood on both sides.

Summary of Supervisors' Qualifications

The following guide is used to check the qualifications of the supervisory team:

- A Principal Supervisor from QUT
- An Associate Supervisor from QUT
- At least one member who has completed the research degree or equivalent
- At least one member who has supervised a previous student for this research degree to completion
- At least one member who has expert knowledge in the theory and/or methods to be undertaken in the research.

Changes to the Supervisory Team

It is not always clear at the outset of the degree program what supervisory expertise will be of most benefit to the student, and the proposed research may change significantly as the degree progresses. For these reasons, it is possible to add new supervisors and remove supervisors at any time during the conduct of the research, with the consent of the student, Principal Supervisor, Director of the Research Centre, Head of School and the Faculty Research Committee. Any changes within the supervisory team require completion of 'Application for Change' form available online (<http://www.qut.edu.au/draa/or/downloads/students/change%20form.rtf>).

However, for stability, it is advisable to keep a relatively established supervision team.

WORKLOADS AND TRAINING

Faculty of Health policy notes that supervisors of postgraduate research students should assume the role of principal supervisor for ***no more than 6 postgraduate research students*** concurrently.

Normally, for a given supervisor, the students should be at a range of stages towards the completion of degrees which spreads out the workload from students. Students who are currently on leave of absence from their studies are counted as active for the purpose of calculating supervision workloads. Supervisors with 6 concurrent students will be free to supervise an additional student once a current student's thesis has been submitted for examination.

In the current tertiary education environment, there is an increasing emphasis on the quality of education, with postgraduate research training identified as an area that needs to be improved. QUT provides training seminars and workshops for prospective and new supervisors.

SUPERVISORY /STUDENT RESPONSIBILITY AGREEMENT

The school of public health requires student complete an agreement for student /supervisor responsibilities by the time the stage 2 is completed. This agreement should be reviewed annually. The form is available from centre administration

PROGRESS REPORTS

INTRO

As part of the process of ensuring satisfactory progress and timely completion of the research degrees, both the university and SPH have a series of progress reports required for students. These are not punitive in any way, but rather are for the purposes of motivating student and identify possible solutions to problems.

QUT ANNUAL REPORTS

Each student (and his/her supervisors) is required to complete an annual formal report on the candidate's progress and research plans. Reporting occurs in September to coincide with the Centre annual interview schedule (described later). It is the student's responsibility to download and complete the 'Annual Progress Report' form available from the Office of Research website (<http://www.qut.edu.au/draa/or/phd.html>). It is a requirement of the Faculty of Health that the "**Bar Chart**" indicating the rate of progress be completed.

Candidates who are unable to complete the progress report within the appropriate timeframe must apply in writing for an extension **at least two weeks prior to the deadline**. Students must download and complete an 'Extension Form' (<http://www.qut.edu.au/draa/or/downloads/students/extension%20form.rtf>). The Research Degree Committee reserves the right to terminate the enrolment of any candidate whose progress report is not received on time

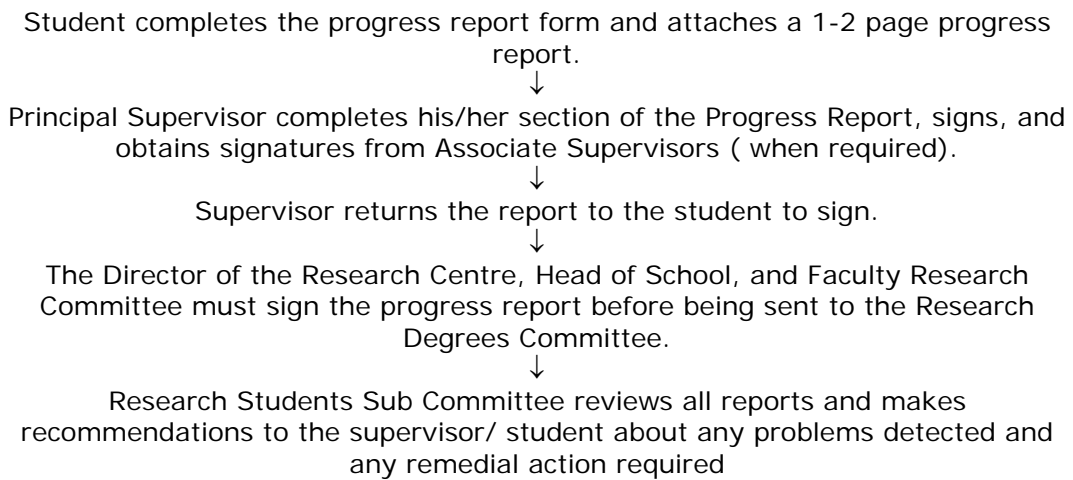
A 1-2 page progress report must be attached which summarises the student's achievements since the last report and also covers the following:

- Refers to targets set in previous reports, stating reasons for any delays - it might be useful to include a revised timeline for completion of the remaining work
- Includes any coursework results obtained
- Discusses any remedial actions required by the Research Degrees Committee in previous periods
- Updates research plans with detail for the coming reporting period

In the progress report, it is important to clearly identify any factors that have delayed the conduct of the research. This information may be used by the Research Degrees Committee at a later stage should the student seek an extension on his/her submission date or scholarship.

The progress report should be submitted as summarised below. On the basis of each progress report, the performance of the candidate is deemed to be either **satisfactory** and continuation is approved, or **unsatisfactory** and requirements are placed on the student to remedy the situation.

SUMMARY OF STEPS



SPH REPORTS

Six Monthly Reports and Annual Review Interviews

Students in public health complete progress reports twice a year so that overall progress of the cohort can be monitored. To ensure that students are making optimal progress and receiving appropriate levels of support, 6 monthly reports and annual interviews are conducted within the Centre. Students are required to complete a six monthly report form, available from the Centre AO, during April-May and September-October each year. Candidates who are on leave of absence, have completed, or will complete, their Stage 2 or Confirmation process in the period March to June, or August to November, need only complete personal details and return the report. The school-based 6 monthly report form requires similar details to the annual progress report required by the Research Degrees Committee, and should serve as the basis for completion of the latter form.

The annual interviews are designed to provide the student with an opportunity to discuss their progress, any problems they currently face or foresee in the future, and any suggestions as to how the Centre could assist. The Research Students Sub Committee arranges a number of panels to conduct the interviews, with each student choosing to attend either alone or with their supervisor. Annual interviews will be held around the time of the September-October six monthly report. The interviews provide the Research Students Sub Committee with an important avenue for identifying common needs and problems across the student cohort, as well as how administration and resources may be improved.

Again it is important to clearly identify and document any factors that have delayed the conduct of the research, as the Research Degrees Committee will only consider extensions if problems are highlighted within annual progress reports or interim school reports.

The interviews provide students, supervisors and the committee with an opportunity to:

- Look at the student's progress and his/her goals for the coming year
- Identify any personal or resource challenges they are facing or is likely to face in the future, and to discuss ways of dealing with these

- See if there is any additional help the student might benefit from and
- Discuss how the Centre could assist the student in particular and postgraduate research students in general.

Structure

The interviews are arranged in a number of ways to suit individual needs

- Student alone
- Supervisor alone
- Student and supervisor together.

Students and supervisors should discuss which option is preferred.

Interview Panels and Time for Interviews

Each student will be provided with a range of times and interview panels and asked to nominate their preferred panel and time, and to indicate whether they will be attending alone or with their supervisor. For the convenience of part-time students after-hours appointments are usually available. Interviews are normally conducted in September/October.

Detailed information will be distributed to students and supervisors informing them of the process each year.



THESIS SUBMISSION

INTRO

All research degrees entail the submission of a thesis and each degree's thesis requirements are different. For example:

- A research masters requires a thesis only
- A PhD requires thesis and final seminar prior to submission
- Doctor of Health Science students can choose between a portfolio or thesis (see Doctor of Health Science for details)

The thesis is the means by which the student's research work will ultimately be judged. Guidelines for the presentation of theses are available from the Office of Research. Although theses vary in length, they do not normally exceed 100,000 words (or 400 pages). Detailed guidelines for the presentation of the thesis are provided on the Office of Research website. These guidelines relate to the format whereby the thesis is written up in the traditional monograph style, and alternative styles do exist. It is a good idea to discuss which style of thesis is appropriate for your degree and research topic with your supervisor in the very early stages of candidature, especially if a 'thesis by publication' is being considered. More information on guidelines for the thesis can be found on the office of research thesis page <http://www.qut.edu.au/draa/or/studthesis.htm>

In order to determine whether a PhD thesis is ready for examination, the candidate must undergo a formal seminar and have the thesis reviewed by an internal review. This involves submitting a draft of the thesis to the Internal Review Panel and making a public presentation of the research.

The Internal Review Committee comprises 3 members, including the principal supervisor. The principal supervisor acts as the chair of the Internal Review Committee. It is important that panel members have experience in the field of research and/or are familiar with the standards required for the award of a PhD. The principal supervisor is responsible for the selection of the panel members and should arrange a time for the oral examination that is suitable for the student and panel members.

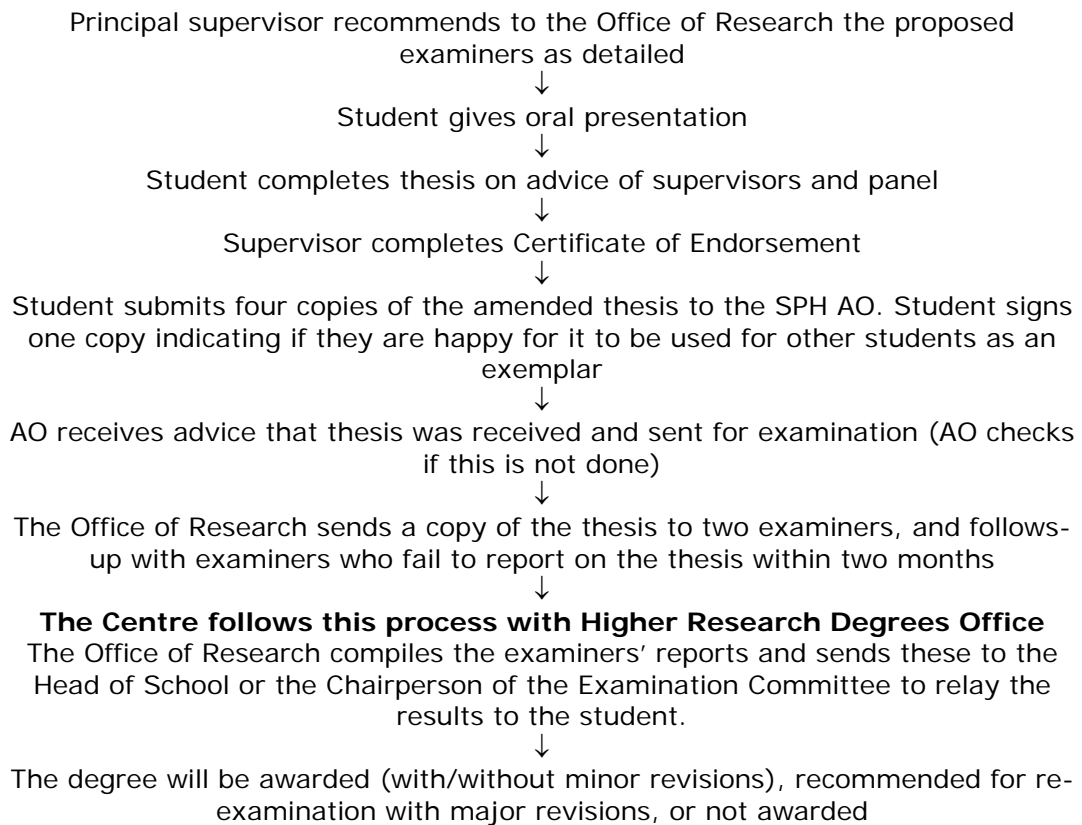
Within the Centre, it is recommended that the principal supervisor also discuss potential review panel members with either the Centre Director or Director of Postgraduate Research.

The thesis must be submitted for distribution to the Internal Review Committee **at least 21 days prior to the Final Seminar**, to allow sufficient time for examiners to read the thesis. Examiners may meet before the Final Seminar to discuss any concerns. These may be relayed to the student so that he/she is prepared to address the concerns at the final seminar.

Following the oral examination, the Principal Supervisor is required to complete a 'Report on Final Seminar and Certificate of Endorsement' form available online (http://www.qut.edu.au/draa/or/downloads/students/final_seminar.rtf).

Signatures must be obtained from the candidate and the internal review committee. The Office of Research must receive the 'Report on Final Seminar and Certificate of Endorsement' form, signed by the Centre Director, Head of School, and Faculty Research Committee before the thesis can be submitted for examination.

SUMMARY OF THE STEPS FOR SUBMITTING A THESIS



FINAL SEMINAR

INTRO

The final seminar is given at a time when the student and supervisor feel the thesis is nearly ready for submission. This can be up to 3 months prior to submission.

Where the Research Degrees Committee is satisfied that a candidate would be seriously disadvantaged if required to undergo an oral examination, an alternative form of examination may be approved. This must be done early in the candidature.

SUMMARY OF STEPS FOR THE ORAL PRESENTATION

Principal Supervisor normally nominates the 2 members of the Internal Review Panel and sends the recommendations via the Director of Postgraduate Research to the Faculty for approval. The Principal Supervisor is normally the chair of the panel.



The Centre Administration Officer ensures that appropriate room and audiovisual bookings are made, and that the presentation is advertised
(Administration Officer needs proper Thesis title and one paragraph of material about the thesis topic for advertisement).



Student prepares sufficient copies of the thesis (in temporary binding) for each panel member plus one, which are distributed to the panel **at least 21 days prior** to the oral presentation. Internal Review Panel may meet in advance to discuss any concerns



Student gives an Oral Presentation of his/her research to the Review Panel and members of the public, and answers any questions that arise.



Panel reports on thesis, with comments provided to the student and supervisor for any modifications that may be recommended. Signatures are required from all panel members.



When the student has addressed concerns raised by the Internal Review Panel, the principal supervisor completes the 'Report on Final Seminar and Certificate of Endorsement' form and a memo verifying the student has addressed the concerns raised by the Internal Review Panel



The Office of Research must receive the 'Report on Final Seminar and Certificate of Endorsement'
(http://www.gut.edu.au/draa/or/downloads/students/final_seminar.rtf) two weeks in advance of the thesis submission.



Student may submit the thesis for examination.

FINAL EXAMINATION

INTRO

This section summarises the overall examination process. Details of the thesis and final seminar are outlined in previous sections.

While this information is relevant to all postgraduate students, those undertaking the Doctor of Health Science should also read the 'Examination of Thesis or Portfolio' information in the 'Doctor of Health Science' section.

SUMMARY OF STEPS

- Details are provided for both students and supervisors.

Students

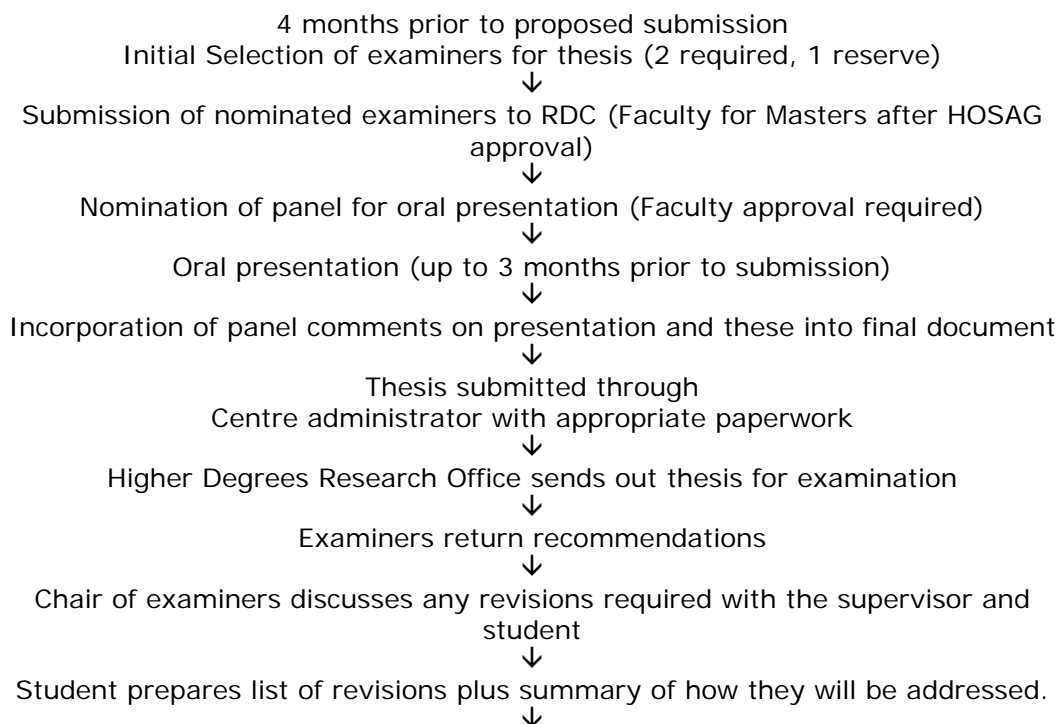
The examination process for Masters, PhD and Doctorate are relatively similar. However, please note:

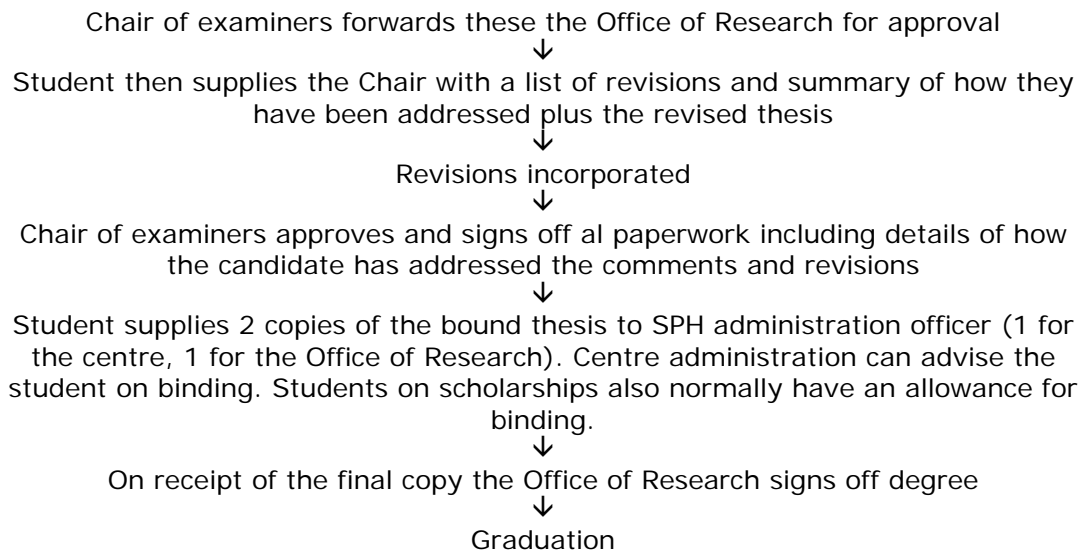
- There is no final seminar required for the Masters and possibly not for the doctorate

More information about the examination processes is available at the Office of Research website:

Frequently Asked Questions (<http://www.qut.edu.au/draa/or/phdquest.html>)

Thesis Examination (<http://www.qut.edu.au/draa/or/studthesis.htm>)





Supervisors

Up to 4 months prior to likely submission date: Principal supervisor downloads 'Nomination of Examiners' form (http://www.qut.edu.au/draa/or/downloads/students/examiner_thesis.rtf) and current examination guidelines.

↓
Supervisor discusses potential examiners with the student and associate supervisors, noting anyone who the student does not want as an examiner. Supervisor prepares a short list of possible examiners for wider consideration, noting the key discipline, content and method areas that are covered in the thesis, and discusses this initial list with the Centre Director/Director Postgraduate Research Studies.

↓
Director of Postgraduate Studies emails HOSAG with potential list, coordinates responses and supplies to Principal supervisor

↓
Supervisor contacts the identified potential examiners to ascertain their willingness to be nominated as examiners and determines their availability around estimated submission time. **The student should not learn the identity of the three proposed examiners.** On agreement, the supervisor emails the Nomination of Examiners form to the examiners or requests required information through CV. The supervisor then forwards their completed Nomination of Examiner Forms to the Centre administration. Three examiners are required (1 is a reserve)

NB The Centre will assist with this process of follow up and completion of forms **if required** to do so.

↓
Completed Nomination of Examiners forms are signed off and forwarded to the Office of Research

↓
After Office of Research approval Office of Research officially requests the nominated examiners to be members of the examination committee

EXAMINATION COMMITTEE

The Office of Research requires the names and contact details of the proposed examiners up to **3 months prior to the expected date of submission** of the thesis; so potential examiners have sufficient advance notice.

Further details of thesis examination, and the forms required for the nomination of examiners are available from the following website:

<http://www.qut.edu.au/draa/or/studthesis.htm>

- The Examination Committee should be comprised of two external examiners and one additional external examiner (who are independent of both QUT and any funding body). **The third examiner is only required if two examiners are not in agreement.**
- The Head of School or nominee is nominated as Chair of Examiners

Examiners must have:

- Demonstrable and substantial publications
- Research experience in the area under investigation
- Preferably have a PhD
- Be widely recognised in the relevant field, and
- At least one examiner must have had substantial experience of examining research degree candidates at the doctoral level.

All examiners **must be available to complete examination of the thesis within an 8 week period** from the estimated likely time for receiving the thesis.

The selection of examiners is to be conducted with careful consideration for the **confidentiality of the examiners**. After they have completed their examination of the thesis, each examiner will be asked whether s/he gives permission for their identity to be released to the student. Prior to this, the student is not allowed to know the identity of the Examination Committee members. This is important to ensure that examiners do not feel any undue pressures in the examination process, and to avoid unfortunate past situations where students or supervisors have contacted examiners directly.

However, students are able to contribute to the selection of examiners. Supervisors should discuss with the student, the student's ideas about who may be appropriate examiners (as students will often know the field of research better than their supervisors by this time). Each student has the right to exclude from consideration some potential examiners due to their adherence to conflicting theoretical frameworks or interpersonal clashes which s/he feel may bias the examination in a negative way. Supervisors should therefore obtain the names of any potential examiners that the student does NOT want his/her thesis sent to for examination, **BUT the student should not know the final list of recommended examiners.**

Examination of a Masters Degree:

Two examiners are appointed, one of who must be independent of QUT. (It is recommended that a third be nominated to expedite the process if the nominated examiners default for any reason)

External examiners should have:

- Substantial research experience in the area under investigation
- Be nationally recognised in the field.

The Chair of the Examination Committee will receive a copy of all the examiner's reports. He/she is required to sign off the final thesis that is submitted to the Office of Research. Usually this is the Head of School or nominee. The SPH has Professor Beth Newman as the nominee.

EXAMINERS RECOMMENDATIONS

Results

Examiners are requested to read and report upon the thesis within two months of its receipt. They will make one of the following recommendations: If the recommendations from the examiners are widely varying the thesis will be sent to a third examiner. Note the examiners can nominate whether or not they want their identity to be revealed to the candidate.

Passed

- The thesis is accepted without modification and the degree be awarded
- The thesis is accepted subject to minor nominated revisions
- The thesis is accepted subject to major revisions (e.g. rewriting one of the sections, with or without additional fieldwork or analysis).

Note:

Whether an examiner thinks that revisions are major or minor is often subjective.

(Changes must be made to the satisfaction of the Principal Supervisor and the Chair of the Examination Committee)

Resubmit

- The thesis must be resubmitted for examination after completing major revisions as indicated in the reports. Only a "pass" or "fail" result may be obtained following re-submission, and theses may be resubmitted for examination **once only**. Re-submission must be within 12 months of notification that this is required.

Fail

- The thesis is not accepted and the degree is not awarded. In the case of doctoral degrees, the examiners may recommend the award of a Masters degree instead. ***Failed theses may not be resubmitted.***

SUMMARY OF STEPS TO FINALISE THESIS

Student responds to how comments/amendments requested by examiners are to be met and submits to the Chair of Examiners



Research Degrees Committee must oversee the responses



Student undertakes any amendments and additional work



Principal supervisor writes memo to RDC advising amendments undertaken



Higher Research Degrees Office sends back for final review



Student includes this from plus statement of original work and
Gets thesis bound

Copies required - Supervisors

[Minimum 2/3 copies for QUT (Library/Faculty/Centre)]



Bound copies submitted to The Centre AO



RDC recommends to UAB that the degree be awarded

Students on APA and similar scholarships have an allowance for binding. Students who are still within their four years and have allowance left may use this. Otherwise students must pay themselves while the Centre will pay for its copy. Receipts are presented to the Centre for Public Health AO for payment.

AWARD OF DEGREE

The QUT Research Degrees Committee then recommends to the QUT Academic Board that the degree be awarded. The student receives notification of this by the Office of Research.

Student Administration, who will invite the student to attend the next appropriate graduation ceremony in February, April or September/October also advises the student officially of the outcome. Candidates who are unable to attend the ceremony can request that the parchment be posted to them.

CLEARANCES

INTRO

All research conducted at QUT must be reviewed for Ethical, Health and Safety and Biosafety implications, to ensure that the welfare of staff, students and research participants are adequately protected. It is the responsibility of postgraduate research students to ensure that any research has been granted approval from the appropriate QUT and external committees, ***before any data collection commences.***

ETHICS CLEARANCES

The University Human Research Ethics Committee and the University Animal Ethics Committee, prior to commencement, must review all research that involves humans or animals. These committees each meet approximately 8 times per year. The scheduled meeting dates and the deadlines for submitting applications for consideration at these meetings, are listed on the human research ethics website <http://www.qut.edu.au/draa/or/ethics/human/contacts.html> and the animal research ethics website (<http://www.qut.edu.au/draa/or/ethics/animal/contacts.html>)

It is important to note that the ethics committee needs to receive applications well in advance of the meeting, to enable the applications to be circulated to committee members and be reviewed prior to the meeting.

Contact details for ethics advisors in the School of Public Health and Faculty of Health are provided in the contacts/ staff section (**link to – contacts/ staff / Research Ethics Advisor**).

The University policies and procedures prescribe standards of work performance and ethical conduct expected of all persons engaged in research in the University and are based on the NHMRC Statement and AVCC Guidelines. Research workers must familiarise themselves with the University policy and ensure that its provisions are observed.

At the end of 1999, the University approved expedited ethical review arrangements, which can be used for obtaining ethical clearance for many projects involving humans. A significant proportion of research involving humans is exempt from full University ethical review. Rather than a full form, a 'Checklist for Researchers' is used to apply for expedited ethical clearance, and rather than going to a full meeting of the Committee, such applications are considered by a panel. The average processing time for such an application is 3 weeks. If a researcher believes their project is exempt, they should complete and submit a 'Checklist for Researchers'.

Advice and Review Prior to Submission

The Research Ethics Advisor is a member of academic or research staff who provides advice to staff and students on the processes for obtaining QUT Research Ethics Committee approvals for the conduct of research. All applications for ethics

approval should be discussed with the Ethics Advisor and a draft of the application should be reviewed by the Advisor prior to submission to the QUT Research Ethics Committee.

Application Forms

The current application forms (human and animal), 'Checklist for Researchers', and other documentation are available from the University Research Ethics webpage <http://www.qut.edu.au/draa/or/ethics/index.html>. Applications must be made using the current forms as applications made on older forms will be returned to the researcher unprocessed. Read the documentation on the website carefully to determine which forms apply to your project.

Multi-Institution Research

At the end of 1999 the University approved streamlined ethical review arrangements for multi-institution research (e.g. research which will be / has been submitted to another human research ethics committee). These arrangements principally cover situations where QUT is not the primary/host site. A copy of the application form for the primary / host can be submitted to the UHREC (rather than completing a QUT form), and the University may elect to accept the decision of the primary/host ethics committee, rather than itself considering the application.

OTHER APPROVALS

Required Approvals From Other QUT Committees

Many projects may require approvals from other committees in addition to the relevant ethics committee (e.g. the designated Faculty biosafety and healthy and safety committee). Such approvals do not need to be obtained prior to a project being submitted for ethical clearance, but the project cannot be commenced, without prior written approval from the ethics committee, until all such approvals have been obtained.

Miscellaneous Approvals

Some organisations, such as Education Queensland, have their own requirements which must be fulfilled in addition to the QUT requirements. It is the student's responsibility to inquire what additional requirements apply to their research and ensure they are fulfilled.

Ethics Policies and Manual

During 1998/99 the UHREC produced a consultation draft of the *University Human Research Ethics Manual* (which is currently available from the University Research Ethics Web page at <http://www.qut.edu.au/draa/or/ethics/human/manual.html>).

Advice and Review Prior to Submission

The Research Ethics Advisor provides advice to staff and students on the processes for obtaining QUT Research Ethics Committee approvals for the conduct of research. All applications for ethics approval should be discussed with the Ethics Advisor and a draft of the application should be reviewed by the Advisor prior to submission to the QUT Research Ethics Committee.

BIOHAZARD AND SAFETY CLEARANCES

A new area of regulation at QUT concerns health and safety, and biosafety. Biosafety concerns the collection of any biomaterials that may cause hazards to staff, students or research participants. Health and safety concerns the physical safety of staff, students and research participants, in the work setting.

Research projects involving potential health and safety/biosafety risks or issues require approval from the Chair of the Faculty Research Committee via the Faculty Safety Committee.

Within the Centre, all research activities must receive health and safety approval. Information is available via the school intranet (http://www.hlth.qut.edu.au/ph/staff_intranet/healthsafety.jsp) or from the Health and Safety Officer (**link to – contacts/staff/health and safety officer**)

Any research that involves the collection of biological materials will need to undergo a bio safety review. Advice for this process can be obtained from the School Biosafety Officer.

A new area of regulation at QUT concerns health and safety, and biosafety. Biosafety concerns the collection of any biomaterials that may cause hazards to staff, students or research participants. Health and safety concerns the physical safety of staff, students and research participants, in the work setting.

Research projects involving potential health and safety/biosafety risks or issues require approval from the Faculty Bio-Safety Committee.