

(YOU)^{us}

International HDR Candidate Orientation

International Orientation

International Orientation

Now that you have arrived, we would like to provide you with some information that will help you to settle in quickly and smoothly.



Settling In

Budgeting, banking, accommodation and other important aspects about living in Australia.



Campus Services and Facilities

Learn about the services and facilities available on Macquarie University's innovative campuses.



Overseas Health Cover

As an international student, you must take out OSHC as a condition of your student visa.



Wellbeing

Macquarie University offers a range of wellbeing services that are available to you any time during your studies.



Security on Campus

Find out about the many ways our security service can help keep you safe on campus.



Campus Maps

Find your way around campus - review our campus, parking, security and other useful maps.



Complaints and Appeals

Macquarie University has established processes and procedures for the management of appeals to ensure transparent, equitable and consistent decisions.



My Research Program

A Higher Degree Research (HDR) program at Macquarie is a pathway to a career as a researcher in both academia and industry. In addition to managing your candidature, it is important to know how to leverage your degree to enable you to reach your future goals.



HDR Handbook and Guide

The Higher Degree Research (HDR) Handbook and Guide contains information of relevance to candidates and supervisors interested in, enrolled in or involved in any of Macquarie University's research training or higher degree research programs.

Provides important information for commencing international candidates

All candidates should review the information within the first few weeks of their candidature

Visa Requirements

Under ESOS compliance, the University is required to report all commencements, variations of enrolment, unsatisfactory progress and non-payment of fees to the Department of Home Affairs via PRISMS. You must:

- Have **valid OSHC** at all times, maintain **full-time** enrolment and maintain **satisfactory** progress
- Notify the University of changes to your residential address in Australia within 7 days of arrival or change via *e-Student*
- Notify the University of any changes to passport or visa details

Student visa holders may work under their student visa (check your visa condition)

- You must have a TFN if you intend to work in Australia - Apply online at www.ato.gov.au.
- Your wages will be taxed at the maximum rate of 45% tax if you do not supply a TFN to your employer
- If you earn any taxable income through paid employment during the financial year (1 July to 30 June), then you must file taxes with the Australian Tax Office after 30 June of each financial year
- Macquarie University and Australian Government scholarships are non-taxable

Overseas Health Cover

Allianz on campus support

- Level 1, 10 Macquarie Walk, next to Globe Café
- Open 9.00am to 5.00pm, Monday to Friday
- Email: mi.oshc@mq.edu.au

Allianz Provider Online login:

https://www.oshcallianzassistance.com.au/member_student/login.aspx?os150.aspx

OSHC requirement for visa information:

https://www.privatehealth.gov.au/health_insurance/overseas/overseas_student_health_cover.htm

Wellbeing

Counselling

Short - medium term counselling

Private Consultations

Address, manage, support student issues relating to counselling and mental health

In person, telephone, email, online Resources

Accessibility

Provides Information and Support for students with an on-going health condition/s

Support students with both Physical and Mental Health

Implement 'reasonable adjustments' and conform with Australia's Disability Standards

Welfare

Information and Advice regarding:

Financial

Accommodation and Tenancy

Referral to Legal Services and resolution bodies

Targeted Support for students at Academic Risk

Advocacy

Independent Advice

Act in best interest of Students

Guidance on University Rules and Procedure

Assists with:

Appeals, complaints, discipline and misconduct, representation, withdrawals, student visa advice

Security on Campus

Find information on:

- Walking Escort
- Lost & Found Property
- Top Ten Safety Messages
- Emergencies on Campus
- Parking Enquiries
- Campus & Lit Path Maps

General enquiries: **9850 7112**

Location: C3C Library 16 Macquarie Walk

Alerts

Receive Emergency Messages register for SMS alerts go to alerts.mq.edu.au

Shuttle Bus

Complimentary shuttle bus service around the Campus during semester Monday – Friday from 4pm until 12.30am

EMERGENCY
CONTACT
9850 9999

My Research Program

Commencement Programs

New candidates in research degrees must complete two Commencement Programs in their first year of study:

- a University-wide introduction called the “Central Commencement Program” (CCP)
- a Faculty-specific “Faculty Commencement Program” (FCP).

Grants and Funding

There are two levels of funding available to HDR candidates:

- The Macquarie University Postgraduate Research Fund (offered for activities that add value to a research project).
- Faculty administered funding (offered for other research-based expenses).
- Scholarship information is located at:

<https://www.mq.edu.au/research/phd-and-research-degrees/scholarships>

Candidature Management

- Annual Progress Report
- Confirmation of Candidature
- Changes to Candidature
- Thesis Preparation, Submission and Examination

Training Support and Tools

- HDR Support and Development
- HDR Mentors Program
- HDR Learning Skills
- HDR Professional Development

HDR Handbook and Guide

Macquarie Student Code of Conduct

- Misconduct
- Dishonesty
- Breach of rights
- Alcohol and drugs
- Compliance
- Disciplinary process
- Cooperation etc

Government Compliance

Working with Children under 18

- Must get clearance **prior** to commencing research
- Government requirement introduced in 2013
- Apply online for your Working With Children Check

Research Integrity

All persons engaged in research under the auspices of Macquarie University are required to comply with the standards of responsible and ethical conduct.

- Australian Code for the Responsible Conduct of Research
- Macquarie University Code for the Responsible Conduct of Research

Ethics Clearance

Ethics approval (via Research Services) is required for research involving the following:

- Human Ethics
- Animals Ethics
- Biosafety, Biosecurity and Gene Technology

Complaints and Appeals

University Appeals

- Information about processes and procedures for the management of appeals

Academic Appeals Policy

- The policy governing appeals against an academic decision of the University and sets out the procedure for an appeal by a student against certain academic decisions of the University

External – NSW Ombudsman

- If all internal appeal processes have been exhausted

Complaint

- Information about concerns raised by a student that is not otherwise covered by the University's existing review / appeal processes or reporting procedures.

Complaint Management

- The procedure for managing the timely and fair resolution of Complaints raised by students and members of the public

Student Advocacy and Support Services

- Student Advocacy and Support Services can help you to understand policy and procedure at the university

Campus Services and Facilities

Student Groups (over 130 groups)

- Join a group by registering your interest
- Set up a new group
- Volunteer or get involved in the Student events

Sports and Recreation

- Keep fit and access facilities at the Sport & Aquatic Centre
- Join a sports tournament or social program
- Stay active, learn a skill, and get social through sports

Library

Research Librarians

- advise on best research resources
- regular meetings to go through research needs

HDR Study Space

- Over 130 seats
- Swipe card access
- Desktop power for laptops
- Wireless network access
- Kitchen with microwave, fridge & vending machine
- Free daily lockers

Contact Us

Visit us

Office of HDR Training and Partnerships
Office 396, Level 3, 17 Wally's Walk East
Macquarie University NSW 2109

Email

Admissions: hdr.admissions@mq.edu.au

Current candidature: mres.progression@mq.edu.au and hdrcurrent@mq.edu.au

Examinations: exam.mres@mq.edu.au and hdrexam@mq.edu.au

Scholarships: hdrschol@mq.edu.au

Ask a question

<https://www.mq.edu.au/research/phd-and-research-degrees/contact-us>