International HDR Candidate Orientation

February 2019
The Macquarie Story

Inspiration and first class facilities: MQ located at the heart of Australia’s largest high-tech precinct and infrastructure investment offers students and researchers the best technology: Australian Hearing Hub, Global headquarters of Cochlear Ltd, library featuring robotic book storage.

**Five-star** university: QS Worldwide University rankings in graduate employability, teaching, research, facilities, innovation, internationalisation, access and specialist subjects.

‘A typical five star university is generally world class in a broad range of areas, enjoys a high reputation and has cutting-edge facilities and internationally renowned research and teaching faculty’

http://www.topuniversities.com/qd-stars
Research at Macquarie

Excellence in Research Australia (ERA) 2015

96 % of disciplines rated at or above world standards
Top rating of 5 in Physical Sciences, Engineering, Agricultural and Veterinary Sciences

“While the extent of its achievements belies the University’s youthfulness, they are an accurate reflection of the ingenuity, inventiveness, agility and audacity shown over the first 50 years of its history. Across a kaleidoscope of disciplines, Macquarie’s researchers had led or contributed to world-leading research with world-changing impact” - Sakkie Pretorius, Deputy Vice Chancellor (Research)

http://www.mq.edu.au/about/about-the-university/governance/executive/deputy-vice-chancellor-research/world-leading-research
Strategic Research Framework

1. Accelerate world-leading research performance
2. Prepare world-ready higher degree research candidates
3. Engage as a world-recognised research collaborator of choice
4. Deliver research with world-changing impact

[Link](http://www.mq.edu.au/about/about-the-university/governance/executive/deputy-vice-chancellor-research/world-leading-research)

Scholarships (more than $30M)
- RTP, iRTP, MQRES, iMQRES, co-funded scholarships (Cotutelle/Joint PhD or CSC-MQ)
- Additional scholarships for externally funding research projects
- Ongoing funding opportunities
Today’s Agenda

1. Responsibilities and Ethics
2. Progressions and Examinations
3. Safety and Wellbeing on campus and in Australia
4. Scholarships and Cotutelle Programs
5. Visas, work and health cover
6. Other aspects of life on campus
**HDR Commencements**

All HDR candidates must complete a **compulsory** Central Commencement Program that is organised by the Dean HDR Office. Information is available on [My Research Program](#) webpages.

- There is a Dean’s welcome (face-to-face) which is organised by the Dean HDR Office.
- The CCP is to be completed online.
The HDR Handbook contains essential information for all HDR candidates and Supervisors, including links to policies, guidelines and procedures.

Always check HDRO and Policy Central websites for the latest policies and guidelines.
Student Code of Conduct

The Macquarie Student Code of Conduct covers:

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

Ethics approval is required for research involving the following, and the application is *via the Research Office*:

- [Human Ethics Information and Application](#)
- [Animals Ethics Information and Application](#)
- [Biosafety, Biosecurity and Gene Technology Information and Application](#)
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
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
Progressions
Candidature Length

MRes – 2 years full-time

MRes Yr 2 approx. 1 year full-time

MPhil – 2 years full-time

PhD – 3 years full-time
Changes to Candidature

Types of Changes to Candidature

- Change of Program
- Leave of absence
- Off-Site research (for MPhil/PhD)
- Change of Supervisors
- Change of Thesis Title
- Change of Residency Status
- Out of Time Extension
- Degree Transfer
Monitor progress and ensure the research is on track

- Mandatory process required annually
- Report to be completed online in October each year

For PhD and MPhil Candidature

- All APR-related email are sent to MQ HDR student email addresses
- Information on the APR & FAQs are available online

Satisfactory progress required for enrolment to continue

- Satisfactory progress required for scholarship funding (scholarship holders, subject to expiry date) to continue
Progress and Monitoring for MRes Year 2

You do not need to submit an APR but will be monitored through the four research activities:

• Literature Review
• Research Methods
• Research Planning
• Research Frontiers II

Finally ... the thesis component

Final grading based on weighted average of the thesis and research activities
Annual Leave

**MRes Year 1**
Have semester breaks

**MRes Year 2**
May take leave after submitting thesis

**PHD/MPhil Candidates**

4 weeks annual leave (or pro-rata if less than a year)

Annual leave for HDR must be taken on a yearly basis

If you are on a scholarship, the stipends continues during this annual leave period,
liase with your supervisor to ensure it does not affect your progress

OFFICE OF HIGHER DEGREE RESEARCH TRAINING AND PARTNERSHIPS
# Tuition Fees

<table>
<thead>
<tr>
<th>PhD</th>
<th>MRes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full Fee Paying Programs</strong></td>
<td><strong>Year 1</strong> based on total number of units enrolled</td>
</tr>
<tr>
<td>Scholarships covers tuition fee during tenure</td>
<td><strong>Year 2</strong> fee is charged per session</td>
</tr>
<tr>
<td>Paid in advance at the beginning of each session</td>
<td>Paid in advance at the beginning of each session; Scholarships covers tuition fee during tenure</td>
</tr>
</tbody>
</table>

**If you have a sponsor:** It is your responsibility to liaise with them to ensure on time payment.

Payment after due date may attract $200 fine

Failure to pay fees may result in cancellation of your visa

Session 1 (EP1): 1 January – 30 June (payment due date: 25 January)
Session 2 (EP2): 1 July – 31 December (payment due date: 25 July)
*MRes Year 1 payment due date – until enrolment date (Census day)*
Tuition Fees Continued

Fees and Costs
https://students.mq.edu.au/admin/fees-and-costs

How to Pay
https://students.mq.edu.au/admin/fees-and-costs/how-to-pay

Payment Due Dates
https://students.mq.edu.au/admin/fees-and-costs/payment-due-dates

Revenue Services contact information
T: (02) 9850 7230
Submit Request to: Ask.mq.edu.au (Fees, Fines and Loans)
For progression matters please contact: 

hdrcurrent@mq.edu.au
Thesis Examination
Thesis Examination

What do I need to do?

Discuss the type of thesis you intend to submit with your supervisor:

- Traditional thesis
- Thesis by publication (PhD/MRes only)
- Thesis with a creative component

Review the thesis preparation, submission and examination information on the My Research Program (HDR) website for information about:

- Nomination of Examiners
- Thesis content and presentation
- Thesis submission
- Thesis examination
Thesis Examination

Further information

• Higher Degree Research Thesis Preparation, Submission and Examination Policy
• My Research Program (HDR) website - Thesis Preparation, Submission and Examination

Contact Details

• PhD/MPhil candidates: hdrexam@mq.edu.au
• MRes candidates: exam.mres@mq.edu.au
Complaints and Appeal Processes

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

OFFICE OF HIGHER DEGREE RESEARCH TRAINING AND PARTNERSHIPS
Campus Security

KEEPING SAFE ON CAMPUS

2018
CONTACT US

GENERAL ENQUIRIES
9850 7112

EMAIL
campussecurity@mq.edu.au

LOCATION
C3C Library16 Macquarie Walk

WEBSITE
mq.edu.au/security

EMERGENCY CONTACT
9850 9999
Personal Safety on Campus

FURTHER SERVICES PROVIDED BY CAMPUS SECURITY

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

CAMPUS SECURITY

➢ 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

➢ Help Points
  Emergency Help Points throughout the University
Emergency Response

BE SAFE: KNOW ABOUT EVACUATION PROCEDURES

Evacuation Diagram

If you hear these sounds:

Gather the directions of the wardens who look like this:

Do not use lifts.

Follow the exit signs.
QUESTIONS
Ryde Local Area Command
Safety Orientation
Introduction to Policing
RYDE LOCAL AREA COMMAND

CONTACTS:

Gladesville Police Station
8 Victoria Rd, Gladesville NSW 2111
Tel: 9879 9699

Ryde Police Station
810 Victoria Rd, Ryde NSW 2112
Tel: 9808 7401

Eastwood Police Station
3 Ethel St, Eastwood NSW 2122
Tel: 9858 9299

www.crimestoppers.com.au
www.police.nsw.gov.au
www.facebook.com/rydelac
International Students

Find us on **weibo @**
www.weibo.com/nswpoliceforce

Find us on **facebook @**
www.facebook.com/nswinternationalstudents
BE AWARE: Keep your belongings close to you everywhere, all the time every time. Thieves look for opportunities.

CALL:
Triple Zero (000) in an emergency
Crime Stoppers (1800 333 000) to report crime anonymously
Police Assistance Line (131 444) for non urgent matters
Contact your local police station or go online for further information www.police.nsw.gov.au
BE SAFE  Safety in numbers. Walk with others in well lit areas and always be aware of your surroundings.

CALL:
Triple Zero (000) in an emergency
Crime Stoppers (1800 333 000) to report crime anonymously
Police Assistance Line (131 444) for non urgent matters
Contact your local police station or go online for further information www.police.nsw.gov.au
WE ARE HERE TO HELP Do you need information about police or safety? Contact your local police station or go online for further information.

CALL:
Triple Zero (000) in an emergency
Crime Stoppers (1800 333 000) to report crime anonymously
Police Assistance Line (131 444) for non-urgent matters
Contact your local police station or go online for further information [www.police.nsw.gov.au](http://www.police.nsw.gov.au)
CALL US Have you seen something or know something?

CALL:
Triple Zero (000) in an emergency
Crime Stoppers (1800 333 000) to report crime anonymously
Police Assistance Line (131 444) for non urgent matters
Contact your local police station or go online for further information www.police.nsw.gov.au

NSW Police Force
Counselling

Short - medium term counselling

Private Consultations

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

In person, telephone, email, online

Resources
Advocacy

Independent Advice

Act in best interest of Students

Guidance on University Rules and Procedure

Empowering students

Assists with:
Appeals, complaints, discipline and misconduct, representation, withdrawals, student visa advice
Welfare

Information and Advice regarding:

Financial,
Accommodation and Tenancy

Referral to Legal Services and resolution bodies

Targeted Support for students at Academic Risk
Disability

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
After Hours Helpline - CAREMQ

24 Hours per day contact for Students

Free call 1800 227 367

Provides Information and Support on a Student’s issue

Cases unable to be dealt with immediately are referred to the University for action on the next available work day
Contact Details and Location

Level 2, Lincoln Building, 16 Wally’s Walk  
Phone: (02) 9850 7497  
Email: campuswellbeing@mq.edu.au
Campus Location: C8A, Level 2
Medical Service

Accredited Medical Clinic

Overseas Student Health Cover accepted; and Medicare (Bulk Billing)

After hours home Doctor services available

Phone: (02) 9812 3944

Location: Suite 305, Level 3, Building F10A
Campus Location: F10A, Level 3
Thank you
General Scholarship Information
Scholarships

Conditions of Award can vary depending on scholarship

• Check Letter of Offer and Conditions of Award for details, keep a copy in a safe place for future reference
• Take note of your Scholarship end date
• Stipends are paid in fortnightly instalments

Employment while on Scholarship

• A maximum of 728 hours per candidature year (equals to approximately 14 hours per week).
• Visa permitting – candidate’s responsibility to check the conditions and ensure compliance
Commencement of Scholarship

Living Allowance Claim (LAC) form

- If the award includes a stipend (living allowance), requires completion of the LAC form, with supervisor’s signature. Form to be submitted to the HDRO for processing.

HR Online

- Once payment has been processed, HR Online account is set up. Your HR account is activated after you receive your first payment.
- User name = mq + Stu No
- Password = same as OneID/email logon
- Call IT Help if you have problems logging on 9850HELP (4357)
- It may take a couple of weeks for your account to be activated.
Scholarship Entitlements

Sick Leave

- 10 working days paid sick leave each year of scholarship tenure
- If you’re sick let your HDR administrator and Supervisor know of any absence
- Leave for 10 or more days but less than 2 months, requires completion of the Scholarship Leave Request Form, with supervisor’s signature. Form to be submitted to the HDRO.
- A medical certificate is required to be submitted with the leave request form. IMPORTANT – the period of sick leave (dates) need to be specified on the medical certificate
- If illness continues for more than 2 months a Leave of Absence (LOA) should be taken. If maximum sick/carer’s leave entitlements are exhausted a suspension of award will apply

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Scholarship Entitlements

Recreation Leave (Holidays)

• 20 working days (4 weeks) per year
• Leave is expected to be taken in the December/January period
• Recreational leave taken outside this period will need approval. A Scholarship Leave Request Form needs to be completed, signed by your supervisor and submitted to the HDRO
• Holidays accumulate on a pro rata basis
• Do not accumulate above 20 working days

Maternity Leave / Parental Leave

• Maternity Leave = 84 calendar days / Parental Leave = 5 working days
• Must be enrolled for minimum of one candidature year
Scholarship Team Contact Information

HDR Management Team (Scholarships)

Higher Degree Research Office
Level 3 - East, 17 Wally’s Walk
Macquarie University, NSW 2109, Australia

T: +61 (2) 9850 9782 (Malu)
T: +61 (2) 9850 1093 (Janet)
T: +61 (2) 9850 4740 (Vidya)

E: hdrschol@mq.edu.au
Cotutelle & Joint PhD

Joint Supervision PhD Programs
Cotutelle & Joint PhD

FACT & FIGURES

- Joint enrolment at two universities
- 134 Cotutelle/Joint PhD candidates currently enrolled
- Over 350 Cotutelle/Joint PhD candidates since the programs inception
- Partner universities in over 35 countries – led by Europe and China
- Science and engineering have the most candidates
- Joint supervision programs are part of our strategic research framework from 2015 - 2024

Office of Higher Degree Research Training and Partnerships
# Head to Head – What’s the difference?

<table>
<thead>
<tr>
<th>Cotutelle</th>
<th>Joint PhD</th>
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<tbody>
<tr>
<td>Joint enrolment at MQ and an overseas university</td>
<td>Joint enrolment at MQ and an overseas university</td>
</tr>
<tr>
<td>Priority institutional partners – but open to all universities subject to approval</td>
<td>Institutional partners require Academic Senate Approval</td>
</tr>
<tr>
<td>Institutional memorandum of understanding (MOU) not compulsory</td>
<td>Institutional MOU/agreement required</td>
</tr>
<tr>
<td>Separate progress assessments</td>
<td>One university is designated as the lead</td>
</tr>
<tr>
<td>Single thesis submitted to both universities</td>
<td>Single thesis submitted to the lead university</td>
</tr>
<tr>
<td>Separate examination</td>
<td>Joint examination</td>
</tr>
<tr>
<td>Two testamurs</td>
<td>One joint testamur</td>
</tr>
<tr>
<td>Two graduation ceremonies</td>
<td>One graduation ceremony</td>
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</table>
## Why do we do it?
Establishing deep and continuing relationships

<table>
<thead>
<tr>
<th>Institutions</th>
<th>Candidate</th>
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<tbody>
<tr>
<td>Deepens and strengthens research collaborations and networks at an institutional level</td>
<td>Exposure to different academic environments through joint enrolment and supervision</td>
</tr>
<tr>
<td>Fosters a higher level of cooperation between researchers in their respective fields through co-supervision</td>
<td>Training experiences and access to the latest research equipment and technologies at two institutions</td>
</tr>
<tr>
<td>Provides access to new funding schemes as well as new international enrolments</td>
<td>International networking opportunities that will expand future employment opportunities through exposure to new academic institutions and new industries</td>
</tr>
<tr>
<td>Provides an opportunity to increase joint publications, citation rate and rankings</td>
<td>Access to new funding schemes</td>
</tr>
<tr>
<td>Make the institution more attractive to potential candidates</td>
<td>Experience a new culture and environment and develop soft skills</td>
</tr>
</tbody>
</table>

MACQUARIE University
Contact

Ana Borba
HDR Coordinator – International Research Training Partnerships

hdricotutelle@mq.edu.au
+61 2 9850 7997

http://www.mq.edu.au/research/phd-and-research-degrees/explore-research-degrees/cotutelle-and-joint-phd
Visa implications
and other important matters
ESOS Compliance

- From July 2016, Student visa for research program falls under visa subclass 500
- 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
- Student is required to remain with the initial education provider for a minimum period of 6 calendar months
Visa Integrity

International students under a student visa must not be in breach of any visa conditions. You must:

- Have valid OSHC at all times
- Maintain full-time enrolment
- Maintain satisfactory progress
- Notify their education provider of their residential address in Australia within 7 days of arrival or change via e-Student
- Notify their education provider of any changes to passport or visa details

Questions regarding your visa? Contact the Department of Home Affairs
Information on the Student Visa 500 is available here
Permission to Work - Student Visa

• Full-time research candidates are expected to devote 40 hours per week to their research program

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

• Under your visa for the research program, your student visa will have been automatically granted “permission to work”

• Scholarship recipients are further limited by their Conditions of Award to an average of 14 hours of work per week (ie, a maximum 728 hours per scholarship year)

• Your visa will be cancelled if you are caught working for more hours than you are allowed
Tax File Number (TFN)

- 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
Health Cover and Campus Life
Allianz OSHC


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What Does OSHC Cover?

- Doctor’s consultation
- Ambulance fees
- Public hospital visits with some limitation
- Prescription medications—limited amount
Maintaining your OSHC

Allianz on campus support

• Level 1, 10 Macquarie Walk, next to Globe Café
• Email: mi.oshc@mq.edu.au

Allianz Provider Online login:

OSHC requirement for visa information:
To access, go to:
https://student1.mq.edu.au/T1SMPROD/WebApps/eStudent/

• Student ID
• Password = (initially) date of birth (ddmmyyyy).

NOTE: You will then be prompted to change.

Online facility:
• Check payment due dates for your fees
• View any outstanding debts
• Update contact details
Library

16 Macquarie Walk- Opening hours

Levels 1 & 2
- Mon-Fri (8am – 10pm)
- Sat-Sun (10am – 6pm)

Levels 3 – 5 (*MQ only*)
- Mon-Fri (7am – 1am)
- Sat-Sun (10am – 1am)

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

https://www.mq.edu.au/about/campus-services-and-facilities/library/research/research-librarians

Electronic resource database trials
- provide feedback on current database options
- request or recommend new database

http://www.mq.edu.au/about/campus-services-and-facilities/library/research/database-trials

OFFICE OF HIGHER DEGREE RESEARCH TRAINING AND PARTNERSHIPS
HDR Study Space Level 5 of the Library

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

Application:
http://www.mq.edu.au/about/campus-services-and-facilities/library/forms/access-request-postgraduate-and-higher-degree-research-spaces

Access is by your encoded Student card
Social Life

Student Groups (over 130 groups)

http://www.mq.edu.au/on_campus/get_involved/student_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
Higher Degree Research Office

Child Care centres - http://www.mq.edu.au/about/campus-services-and-facilities/childcare-centres
Each Faculty has a HDR Administration Team and Academic Advisers who can assist with the administrative and academic needs of students. Their contact details can be found on:

http://www.mq.edu.au/research/phd-and-research-degrees/hdr-academic-advice

For an overview of studying in a research degree and useful advice, the following webpage may prove useful as reference.

https://students.mq.edu.au/study/my-research-program
# Faculty HDR Offices

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<th>Faculty HDR Offices</th>
<th>Location</th>
<th>Contacts</th>
<th>Faculty HDR Managers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty of Arts</td>
<td>10 HADENFELD AVENUE 225 (R:6)</td>
<td>Maryanne Hozijian ext 4238</td>
<td></td>
</tr>
<tr>
<td>Faculty of Business &amp; Economics</td>
<td>4 EASTERN ROAD 725A (R:22)</td>
<td>Lin Bai ext 4818</td>
<td></td>
</tr>
<tr>
<td>Faculty of Science and Engineering</td>
<td>12 WALLY’S WALK 242 (N:20)</td>
<td>Jane Yang ext 4427</td>
<td></td>
</tr>
<tr>
<td>Faculty of Human Sciences</td>
<td>29 WALLY’S WALK 220 (O:11)</td>
<td>Robyn Bishop ext 8749</td>
<td></td>
</tr>
<tr>
<td>Faculty of Medical and Health Sciences</td>
<td>GROUND FLOOR 75 TALAVERA ROAD (N:27)</td>
<td>Tania Kinane ext 4529</td>
<td></td>
</tr>
</tbody>
</table>

![Macquarie University Campus Map](image)
Station Closure

There is a seven-month closure of the Epping to Chatswood train line that commenced on 30 September 2018.

Further information is available through the Student portal: https://students.mq.edu.au/
Thank You and Good Luck!