International HDR Candidate Orientation

August 2018
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 and candidates will be sent an invitation via email.
HDR Handbook and Guide

Essential information for all HDR candidates and supervisors is available online.

Contains links to policies, guidelines and procedures

Always check HDRO and Policy Central website 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 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

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 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 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
# Tuition Fees

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

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Session 1 (EP1): 1 January – 30 June (payment due date: 25 January)  
Session 2 (EP2): 1 July – 31 December (payment due day: 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: hdmcurrent@mq.edu.au
Thesis Examination

Sorry, your margins are 0.07" wider than university specifications. Come back tomorrow.
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

DVC(R)

Executive Dean

Faculty AD HDR

Head of Department

Departmental Director

University Appeals Committee

Dean HDR

HDRO Director

Appeal

HIGHER DEGREE RESEARCH OFFICE
Complaints and Appeal Processes

University Appeals

Student Advocacy and Support Services

MQ Student Ombudsman

➢ independently; confidentially and impartially review grievances that have not been resolved by using the University's usual procedures and processes

External – NSW Ombudsman

➢ If all internal appeal processes have been exhausted
Complaints and Appeal Processes

Complaint:
http://students.mq.edu.au/support/complaints_appeals/complaints/

Complaint management:

Appeals:
Campus Security

KEEPING SAFE ON CAMPUS

2018
Personal Safety on Campus

FURTHER SERVICES PROVIDED BY CAMPUS SECURITY

✓ Walking Escort After Dark
✓ 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
Evacuation Diagrams

If you hear these sounds:

- Gather your valuables
- Follow 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

NSW Police Force
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

IT'S BETTER IN A GROUP
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
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
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 C8A
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
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 no 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 1893 (Kelly)
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
### Head to Head

What’s the difference?

<table>
<thead>
<tr>
<th>Cotutelle</th>
<th>Joint PhD</th>
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</thead>
<tbody>
<tr>
<td>Joint enrolment at MQ and an overseas university</td>
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</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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</tbody>
</table>
# Why do we do it?

Establishing deep and continuing relationships

<table>
<thead>
<tr>
<th>Institutions</th>
<th>Candidate</th>
</tr>
</thead>
<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>
Contact
HIGHER DEGREE RESEARCH OFFICE

Ana Borba
HDR Coordinator – International Research Training Partnerships

hdrcotutelle@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](https://homeaffairs.gov.au)

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

Student member login

We have changed the way you log into your account. You are now required to enter in a username and password. To ensure your privacy, you must log into our system by entering your username and password.

If you do not know your details or have not yet created a username and password for your account, click here for assistance.

Policy number

Password

Login

I forgot my password

Try our new smartphone App!

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, Building E3A 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

Building C3C - 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


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

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 by 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

<table>
<thead>
<tr>
<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 Hozijan 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>

Legend:
- FACULTY OFFICES
- MANUFACTURING
- PRODUCT DEVELOPMENT
- LIBRARY
- HELLO
- FACULTY OF MEDICINE AND HEALTH SCIENCES
- FACULTY OF BUSINESS AND ECONOMICS
- FACULTY OF HUMAN SCIENCES
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Station Closure

There will be a seven-month closure of the Epping to Chatswood train line commencing 30 September 2018.

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