



THE UNIVERSITY  
OF QUEENSLAND  
School of Pharmacy

## Candidate Checklist Commencing Research Higher Degree

University research training involves the active participation of both staff and students. The task of ensuring that it is conducted in the most efficient and effective manner is shared by all parties: the institution, its academic staff, and students, all have legitimate expectations of each other.

### First Day

- Meet with your Principal and Associate Advisors. Discuss with your academic advisors the nature and scope of the research you will be performing, relevant literature sources and methodology, and the expected standard of research, analysis, writing and presentation.
- Complete student registration.
- Ensure you are familiar with and comply with the University's rules and policies. Refer to the UQ Graduate School website <http://www.uq.edu.au/grad-school/>.
- Familiarise yourself with the School of Pharmacy website, including information for postgraduate students, policies and procedures and the FAQ section.
- Regularly access **both** your student/school e-mail accounts. Information on redirecting your student email account is available via the UQ Email Redirection Form at <http://www.uq.edu.au/cgi-bin/forward.pl>
- Collect your allocated School building keys from the School Finance and Personnel Officer. You will be required to pay a \$50 key deposit for each key authorised by your principal academic advisor. Ensure you have the *Key Allocation* form, signed by your principal advisor and the correct change. You will be asked to sign the *Key Allocation* form when you have received your keys. Please do not sign the form before this.
- Collect your induction package, including laboratory notebook and IP Australia pamphlet from the Research and Postgraduate Students Officer.
- Meet with the School of Pharmacy Postgraduate Coordinator.
- Locate essential facilities, including toilets, refectory, banks etc.

### First Week

- Read the information on correctly completing your laboratory notebook and ensure that it is maintained at all times. Liaise with your principal academic advisor to make arrangements for your laboratory notebook to be signed on a regular basis. The School recommends at least once per week.

- Read the information on Occupational Health and Safety (Postgraduate Students Edition). Complete and return the Postgraduate Student Safety Declaration Form. (Documentation attached.)
- Commence planning for your confirmation now. Liaise with your academic advisory team to produce a plan of specifically what will be required and when it will be due. Set regular meetings to discuss your progress with your academic advisors. Please also read the School of Pharmacy "Confirmation of Candidature" documentation.
- Ensure you are aware of all financial arrangements which might affect you and your project. These could include external grant funds which will support the research and factors that might impact on funding continuity.
- Ensure you are aware of the implications that third party involvement might have for your project. These could include, for example, the rights of the third party, the level of commitment the third party has to continuance of the project, and the effects of the withdrawal of the third party during the course of the project.
- Ensure you are aware of the level of risk (if any) associated with acquiring HIV/Hepatitis C whilst undertaking your project. You **must** complete the risk assessment form if you will be working with affected samples etc when you commence your candidature to ensure you are covered by the University's insurance. Forms are available from the Research and Postgraduate Students Officer.
- Obtain ethical clearances for your proposed project in association with your academic advisor
- Complete the Workplace Health and Safety Sense Certificate and forward your certificate to the Research and Postgraduate Students Officer. (Instructions attached.)
- Collect your student identification card from Level 2, Duhig Tower (Social Sciences & Humanities Library).

### **First Month**

- Participate in a School OH&S tour/presentation. Please note: you may also be required to attend Occupational Health and Safety induction program. You will be notified of the details closer to the time.
- Seek advice from the UQ Union Legal Service on intellectual property (if required)
- Enrol in UQ Library classes as appropriate, including EndNote and Database Searching <http://www.library.uq.edu.au/>
- Attend all school seminars. This is compulsory. If you are off-campus, you must attend the equivalent seminar program.

### **The School of Pharmacy encourages you to visit the following useful weblinks:**

- School of Pharmacy website, particularly links "For current students", "Seminar Series", <http://www.uq.edu.au/pharmacy/seminar.html>
- UQ Graduate School: <http://www.uq.edu.au/grad-school/>
- UQ Union: <http://www.uqu.uq.edu.au/>
- UQ Library: <http://www.library.uq.edu.au/>