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IF49 Course Guidelines: Faculty of Health

This document provides faculty-specific information to complement the authoritative sources of information provided by QUT as listed below.

Who can help you?

Health research students and their courses are managed and supported by:

[Health Research Services](#) (HRS) is the first point of contact for Health research students. HRS support students and supervisors in the progression of Health research degrees.

[Research Student Centre](#) (RSC) is the central QUT office for research students. The RSC governs the IF49 course and has responsibility for final approval of several milestones. Ordinarily research students do not need to contact the RSC as Health Research Services will advise you on your course.

International students are also supported by [International Student Services](#).

1. Required reading

 [QUT Students > Research](#)

This website houses the authoritative QUT documentation governing the IF49 course and provides guidance for all QUT research students and supervisors including the below key sources of information.

 QUT Students > Research > [Policies and procedures](#) > [PhD course regulations](#)

The **PhD course regulations** is the authoritative QUT document governing the IF49 course. It outlines the degree requirements and provides links to related policy and governance documents.

 QUT Students > Research > [Your degree](#)

This website is the key source of information for IF49 requirements and milestone management.

 [Health Research Student Zone](#)

This website provides faculty-specific advice for Health research students including process timelines for research degree milestones.

2. Expected progression and milestones

Student progression requirements and milestones are outlined in the diagram: [Degree Progression PhD](#).

Detailed information is available in the [PhD course regulations](#) and at these links:

- ✦ QUT Students > Research > Your degree > [Milestones](#)
- ✦ QUT Students > Research > Your degree > Milestones > [Your thesis](#)
- ✦ Health Research Student Zone > [Process timelines](#)

3. Coursework units

Students may enrol in up to 96 credit points of coursework units in total which are listed on the student's admission offer. To request enrolment in additional coursework units email Health Research Services.

IFN001 Advanced Information Research Skills (AIRS) is compulsory in the first semester of enrolment. Enrolment for IFN001 AIRS is automatic for all commencing research students. To commence the unit and register for workshops go to: **QUT Library > Researchers > Training and assistance > [IFN001 AIRS](#)**.

Other popular units for Health doctoral students are listed on the PhD Cohort Connection Module – [PhD Connect](#). Check the unit details for teaching period and pre-requisites.

4. Supervision

In the first three months of the IF49 course, the Faculty of Health requires that the student and principal supervisor together complete a research student-supervisor [Statement of Understanding](#) which is to be reviewed at least annually.

If required, students can request changes to their supervisory team via the **Candidature Change Form**:
QUT Students > Research > Your degree > Managing your candidature > [Changing your candidature](#).

5. Funding and scholarships

- ✦ Health Research Student Zone > [Funding](#)
- ✦ QUT Students > Research > [Scholarships and grants](#)
- ✦ QUT Students > Enrolment > Fees and finances > [Financial help and equity support](#)

6. Ethics, health and safety

Students are responsible for obtaining the appropriate ethics approval for their research. Ethics approval cannot be granted retrospectively and data collection must not commence until formal ethics approval has been obtained. Discuss your ethics requirements with your supervisors very early in your candidature because ethics approval times vary and depend on many factors. For more information, visit: QUT > [Office of Research Ethics and Integrity \(OREI\)](#).

Students must also fulfil health and safety obligations outlined by the faculty (link below) including being immunised/vaccinated in compliance with the [QUT policy on communicable/infectious diseases](#). Vaccination is available through the [QUT Medical Centre](#) with the cost being met by the student.

Supervisors are responsible for ensuring their students are familiar with health and safety policies and procedures before undertaking research activities, and that any vaccinations have been carried out. Visit: Faculty of Health > [Health, safety and environment](#).

7. Leave

QUT's [PhD course regulations](#) section 5.4.1 Leave of Absence governs the taking of leave and includes a link to QUT's leave of absence guidelines. Students must submit a leave request for Faculty and RSC approval as per the guidelines: QUT Students > Research > Your degree > Managing your candidature > [Leave](#).



8. Request an extension

Students who experience research-related delays can find information here: Health Research Student Zone > HDR Guidelines and Milestones > [Extensions](#).

9. Tools for writing

Health Research Student Zone > Course Guidelines and Milestones > [Tools for Writing](#) includes information about *iThenticate* the plagiarism checking tool. At certain milestones, students are required to submit their work to *iThenticate* and save the resultant report.

10. Publish your research

-  Health Research Student Zone > [Publishing your research](#)
-  QUT Library > Researchers > Scholarly publishing > [QUT ePrints](#)

Research students are expected to produce at least one publication during their candidature.

11. Grievance resolution

✦ QUT Manual of Policies and Procedures > [E/9.2 Grievance resolution procedures for student related grievances](#)

Three levels of grievance resolution are described in the policy. Faculty-specific advice is outlined below.

Level One – Informal resolution

Students are encouraged to try to resolve grievances informally through discussion with their supervisors. Students may also seek advice from the School Director of Research / Postgraduate Research Coordinator. If this person is the student's supervisor, the student may seek advice from the Head of School.

Level Two – Formal resolution

Where the grievance cannot be resolved informally and the student considers it necessary to make a formal complaint, the Student Ombudsman may refer their grievance to the Faculty Director (Research Training).

Level Three – Formal determination

Where the grievance is not resolved at Level Two a student may request that the Registrar escalate the grievance to Level Three.