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HL84 Master of Applied Science (Research) Course Guidelines: Faculty of Health

This document provides information about the HL84 course which is governed by the Faculty of Health.

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. The faculty governs the HL84 course and has responsibility for final approval of milestones.

[Research Student Centre](#) (RSC) is the central QUT office for research students. Research students do not need to contact the RSC as HRS will advise you on your course.

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

1. Required reading

[Health Research Student Zone](#)

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

[QUT Students > Research](#)

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

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

This website provides links to policy and governance documents.

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

This website contains information about candidature management and thesis examination.

2. Expected progression and milestones

Student progression requirements and milestones are outlined in the diagram: [Degree Progression Masters](#). Students seeking to articulate to the PhD need to successfully complete confirmation of candidature: [QUT Students > Research > Your degree > Milestones](#).

Detailed information is available on the [Health Research Student Zone](#) and at these links:

- ✦ Health Research Student Zone > HDR Guidelines and Milestones > [Candidature Milestones](#)
- ✦ Health Research Student Zone > HDR Guidelines and Milestones > [Examination and Final Thesis Submission](#)
- ✦ Health Research Student Zone > [Process timelines](#)
- ✦ QUT Students > Research > Your degree > [Your thesis](#)

3. Coursework units

Students may enrol in up to 48 credit points of coursework units in total which are listed on the student's admission offer. To request enrolment in additional coursework units email HRS.

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](#)**.

4. Supervision

In the first three months of the HL84 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

Students must submit a leave request for Faculty and RSC approval as per QUT's leave of absence 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.