

School of Social Science HDR Document Library: Processes and guidelines

Background

Within the HDR Document Library, HDR students at the School of Social Science can find a suite of official documents developed and submitted by fellow HDR students at the School—past and present. This includes:

- Confirmation, Mid-Candidature and Final Thesis Review Milestone documents.¹
- MPhil and PhD theses, as available from UQ eSpace.

The purpose of the HDR Document Library is to help HDR students prepare for their candidature milestones and eventual thesis submission. This is accomplished by providing students with easy and ready access to materials that they can use to model their own submissions.

Library and access

The HDR Document Library is a digital resource located at The University of Queensland's U: drive, within the following link: <U:\SOCSCI\HDR Document Library>.² It is managed by the School's Higher Degree by Research Liaison Officer (HLO), with support from the School's Director of Higher Degree Research (DHDR) and the School Manager.

The HDR Document Library is an internally facing resource. Access to the Library is restricted to current School of Social Science academic staff and HDR students enrolled through the School. All users, with the exception of folder managers, are only granted read access to the folder.

Commencing HDR students are automatically added to the Library folder by the School's [HLO](#). New staff are automatically added to the Library folder by the School's [Executive Support Officer](#). If you believe that you have been mistakenly left off the folder, please contact them so that they can provide access.

Student opt-out policy

Materials submitted by HDR students at the School of Social Science for their milestones, as well as their full theses as available from eSpace, will be added to the HDR Document Library by default.

HDR students are strongly encouraged to make their materials available to fellow students in the spirit of solidarity. However, students can choose to opt-out of this process by sending an email request, including a rationale, to the School's [DHDR](#).

Appropriate reasons for students to request that their materials not be deposited in the Library include:

- embargos due to commercial reasons, and
- information-disclosure risks to the researcher or research participants.

¹ This excludes any reviewer reports and feedback (including annotations within the student's submitted documents) and Chair reports communicating milestone outcomes to students. These will not be available from the Library.

² To access the folder while away from campus, please refer to [this guide](#). The base path for Windows devices in Step 5 is <\\nas02.storage.uq.edu.au\HASS> and the base path for Mac devices in Step 3 is <cifs://nas02.storage.uq.edu.au/HASS>. Users must be connected to the UQ VPN (Cisco Anyconnect) while off-campus.

Please note that depositing materials within the HDR Document Library does not interfere in any way with subsequent publication of their contents. The Library is an internally facing resource and public dissemination of the materials by other users is not permitted.

Appropriate use of the HDR Document Library

HDR students enrolled through the School of Social Science and current School academic staff are eligible to download materials from the HDR Document Library. In doing so, staff and students agree to the following code of conduct.

- The materials downloaded are to be kept within a safe and private location, not to be shared or discussed with anyone who does not have access to the Library, and not to be used for any purposes other than informing HDR research at the School.
- In perusing materials downloaded from the HDR Document Library, HDR students are reminded to adhere to UQ policies on academic integrity, including policies on plagiarism (see [here](#)).

These rules are entirely consistent with clauses embedded in UQ's [HDR Candidate Charter](#), [ICT policies and procedures](#), and [research misconduct policies and procedures](#). Any deviations from this code of conduct, including cases of alleged plagiarism, will be taken very seriously. Any concerns in this regard should be immediately reported to the School's [DHDR](#).