

Model of support to HDR Students at the School of Social Science

Basic principles of HDR support at the School of Social Science

- Support to HDR students at the School of Social Science (as in other schools/institutes at UQ) is undertaken through a partnership model between the School and the Graduate School.
- Other centralised UQ services (e.g., IT, Student Services, or the Library) also play a supporting role.

Communicating with the UQ Graduate School

- HDR students' usual first point of contact are the HDR Liaison Officers (HLOs) working at the UQ Graduate School. To contact an HLO working with our School please email hdr.socialscience@enquire.uq.edu.au or phone +61734431192. Students should not use the individual UQ email address of any specific HLO.
- The HASS-BEL HLO, Lindsay Muller will respond to enquiries made through the email address provided above.
- Lindsay is currently based in the School on Wednesday afternoons and Friday mornings in Room 429, Level 4 of Michie Building, feel free to drop in anytime. If Lindsay is unavailable, students and advisors can also book a time to meet face-to-face or via Zoom with an HLO or other Graduate School staff. Booking an appointment is encouraged and can be done through the Student Hub here: https://graduate-school.uq.edu.au/contacts#qt-contact_page_tabs-foundation-tabs-2.
- If no suitable times are available, HDR students can also get in touch with the Graduate School by phone (at +61733460503) or in person (Level 6, John Hines Building #62, 8.30am–4.30pm, Monday to Friday).

Contact points at the School of Social Science

- For *academic matters* pertaining to HDR candidatures, students can contact the School's Director of HDR Dr Kim de Rijke (k.derijke@uq.edu.au).
- For *health-and-safety matters*, students can contact our First Aid Officers Julia Michel-Clark (+61733653152; j.michel-clark@uq.edu.au) and Kelvin Henderson (+61733653018; kelvin.henderson@uq.edu.au) or the HASS Faculty Health, Safety and Wellness Manager Chris Pye (+61734431274; cpye@bel.uq.edu.au).
- For matters pertaining to the *Archaeology lab*, students can contact the Archaeology Laboratory Coordinator at labtech.socsci@uq.edu.au.

- For *peer support*, students can contact the School's HDR Representatives. In 2024, the HDR Reps are Romy Wilson Gray (r.wilsongray@uq.edu.au) and Averil Martin (averil.martin@uq.edu.au)
- The Director of HDR (Dr Kim de Rijke; k.derijke@uq.edu.au) is the main contact point for matters pertaining to HDR students' desk space, supported by the School's Executive Assistant (Julia Michel-Clark; +61733653152; j.michel-clark@uq.edu.au). Students who want to raise an issue or concern with their allocation should contact the Director of HDR.
- All other general enquiries can be directed to the School's reception in person (Michie Building, Level 3), by phone (+61733653236), or by email (socialscience@uq.edu.au). HDR students should however note that the School's front office is unable to help with most queries pertaining to HDR candidature processes, as they are simply not equipped with the information and means to do so.

Other supports and information

- The Graduate School website (<https://graduate-school.uq.edu.au/>) connects HDR students to information and resources to help support their candidature, from commencement to completion.
- The School of Social Science has a dedicated HDR site with information, templates, guidelines, etc. (<https://social-science.uq.edu.au/higher-degree-research>), as well as a handy FAQ page (<https://social-science.uq.edu.au/hdr-studies-school-social-science-frequently-asked-questions>). HDR students are encouraged to consult this prior to getting in touch with the above contacts.
- IT support at UQ is a centralised process that is managed by neither the HLO/Graduate School, nor the School of Social Science. If a student has IT issues (including printing- and email-related issues), they must contact IT using the channels outlined here: <https://my.uq.edu.au/information-and-services/information-technology/student-it-support>.
- Likewise, issues relating to library access, travel, ethics, RDM or student services (to name a few) are handled by specific units within UQ external to both the School of Social Science and the Graduate School. Each of these units have their own contact details that can be retrieved by navigating the overall UQ website (<https://www.uq.edu.au/>).