Queensland Alliance for Agriculture and Food Innovation

First Day HDR (Higher Degree by Research) Student Induction

On your first day **QAAFI** aims to:

- Induct you into a safe working environment,
- Enrol you into the UQ system as quickly as possible (via OCF), and
- Address IP and confidentiality matters

As part of our commitment to occupational health and safety (OH&S), your induction process includes training in the University and Institute OH&S policies and procedures. This is achieved by providing online training modules and local institute based OH&S induction sessions.

The induction sessions present an opportunity to discuss the nature of your work and begin the process of identifying hazards, controls and your specific training needs.

The following steps should be started from your first day

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1. **THE Online Commencement Form (OCF)** needs to be submitted with your supervisor or local induction officer as soon as possible. You need to advise Graduate School (GS) if you change your commencement date beforehand, and you will not be able to backdate or enter a future commencement date on the OCF.

    The inductor will need to use their **UQ log-in** to give you access to the OCF if you have not been issued a staff logon yet via http://www.uq.edu.au/grad-school/commencement/commencement_entry.php
    The induction officer needs to ensure you read all the UQ policies/guidelines that are web-linked in the OCF. So that the form does not time-out and the OCF can be submitted immediately, the induction officer needs to **email the 2nd OCF webpage containing the web-links (and any relevant attachments – i.e. UQ scholarship payment method)** to you so you can read/process everything within the first week of commencement.

International HDRs need to comply with the ESOS Act

The OCF must be lodged on the agreed start date that was specified in the student's ARO (Agreement and Response to Offer form) or the online response to offer to avoid having their HDR offer automatically withdrawn and VISAs revoked. If you are awarded a UQ or GS-centralised QAAFI scholarship, the payments will commence as GSA (Admissions) advises regardless of the commencement date you enter in the OCF.

1. Some specific details need to be entered into the OCF before submitting:

    a) The enrolling school is [Queensland Alliance for Agriculture & Food Innovation]

    b) For new HDR commencements, tick [Commence HDR Candidature and activate student enrolment on SI-net.]. If this is a UQ candidate who is only activating a UQ scholarship then leave this box blank.

    c) If a UQ or GS-centralised QAAFI scholarship has been awarded, tick [Commence UQ Graduate School living allowance/tuition fee scholarship support.]

    ☞ Refer to the student's scholarship offer to complete the OCF [Scholarship name] field.

    d) Do not complete the [Workplace Health and Safety Induction Checklist (PDF)] as you will complete a similar form as part of your UQ and QAAFI Induction Checklist.

    e) Enter QAAFI PGA details after following all the OCF instructions and before clicking the [submit] button:

    Statement by Postgraduate Admin Officer

Enrolling School/Institute:	QAAFI
Postgraduate Admin Officer's name:	[Inductor's full-name] on behalf of PGAO. *{As QAAFI locations are scattered away from head office, the GS accepts non-PGAO names with the "on the behalf of PGAO" statement}*
Postgraduate Admin Officer's e-mail:	QAAFI_HDR@uq.edu.au *{Enter QAAFI PGAs shared email account here so we are notified that the student has commenced}*

For further information please contact QAAFI PGA**, Rosa Armitage or Kat Payne** on 334 x62779 or x60554.

2. If you have been awarded an external scholarship (including top-ups) that isn't GS-centralised, make sure your scholarship provider knows and you follow their processes.

    If you have a QAAFI-paid scholarship that is processed by UQ HR (Human Resources), they will need to be notified as early as possible to avoid delays in the payment being made by the planned payment starting date.
    Please ensure you **advise** QAAFI PGA and the GS office **as soon as possible** of any scholarship funding.

3. **APPLY** for **UQ staff-logon** to access the online OHS induction assessment and QAAFI intranet. Complete all sections, choosing the free staff account and skip sections (3) and (7). **Ask your Principal Advisor to endorse the authorisation section**.
It takes approximately 24 - 48 hours for ITS-help to process a UQ Staff account application, which cannot be generated until after the OCF has been submitted online or, if applicable, a scholarship payment has been processed in the Human Resource Aurion system. If you do not receive your staff logon after applying, please contact ITS-help directly via Ph # 336 **56000** or online via https://its.uq.edu.au/contact.

4. **REVIEW** the Intellectual Property and Confidentiality Agreement (SIPCA) and consult with your supervisor and a solicitor (optional and recommended) before signing the agreement within 4 weeks of your commencement date.
Access further details and the completion guide via https://qaafi.uq.edu.au/uq-student-intellectual-property-and-confidentiality-agreement-sipca

5. **COMPLETE** the QAAFI Health and Safety Induction Process by logging onto the QAAFI Intranet with your student or staff login ID and navigating to the Health and Safety Induction page: https://qaafi.uq.edu.au/qaafi-health-and-safety-induction. Follow the mandatory training using the QAAFI Induction Checklist as a guide. For further information please contact the QAAFI Health Safety and Facilities team.

6. **IDENTIFY** your emergency evacuation point and discuss the emergency evacuation procedures for your area/building with your supervisor.

7. **IN** the case of an emergency, contact security on 336 53333 (or 53333 on an internal phone). If you have to evacuate the building, follow the green exit signs and make your way to the Evacuation Assembly Point.
   - ✧ *How do I know when to evacuate the building?*
     A "**Beep, Beep**" sound will indicate that you must prepare to evacuate. If this is followed by a "Whoop, Whoop" sound, you must leave the building immediately.
   - ✧ *Who is in charge during an evacuation?*
     Each floor has a warden, who will be wearing a hard hat. Follow the warden's directions.

8. **ONCE** you have completed these day one induction requirements, you may request a key to your office and building.
   - ✧ *What if I don't have an office?*
     If available, an office or desk space is normally allocated by your advisor on your first day.
   - ✧ *Can I get a lab key?*
     Lab keys and swipe cards are issued only upon satisfactory completion of lab inductions.

We wish you well in your endeavours and
remind you that safety awareness is the key to a work
environment free of harm and risks to your welfare.

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