

**SCHOOL OF MEDICINE**  
FACULTY OF HEALTH SCIENCES



## **The School of Medicine Program for Higher Degree Candidature**

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## Summary and Time Lines for the Reviews of Higher Degree Candidature in the First Twelve Months

This summarises the major requirements as determined by the School of Medicine, the Faculty of Health Sciences, and the Adelaide Graduate Centre. These Reviews have been designed to ensure you are on the right track, and have a suitable project and background knowledge, with an experimental plan to match. It is also to ensure that you are getting the support that you require.

The detailed and complete requirements for the Core Component and Structured Program and the Major Review of Progress are available at [http://health.adelaide.edu.au/school\\_medicine/Higher\\_Degrees/postgraduate\\_phd/](http://health.adelaide.edu.au/school_medicine/Higher_Degrees/postgraduate_phd/)

**Three months:** Complete research proposal consisting of literature review and research plan. Complete both the online (MyUni) and a local OH&S induction. Complete the Higher Degree by Research Safety Plan.

**Six months:** Complete Core Component and relevant forms. Complete the Hazard Management log form prior to beginning work on your research project. Present seminar on research project. A panel review will review progress and make recommendations regarding candidature. Obtain relevant signatures and submit required documentation to Adelaide Graduate Centre.

**Twelve months:** Revise literature review and research plan and email to postgraduate coordinator before seminar. Present seminar followed by panel interview. The panel will recommend confirmation of candidature, termination or the extension of provisional status. Complete the relevant forms <http://www.adelaide.edu.au/graduatecentre/> and submit the form with relevant signatures to the Adelaide Graduate Centre.

Updated July 2009

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## Guidelines for Core Component and Structured Program for Higher Degree Candidature

These School of Medicine guidelines include three major components that incorporate those determined by the Adelaide Graduate Centre and the Faculty of Medicine, the Core Component and Structured Program, the Seminar and Panel Review and the Development Component.

Useful information regarding the higher degree program of the University of Adelaide is contained within the Postgraduate Research Handbook:

<http://www.adelaide.edu.au/graduatecentre/handbook/>

Relevant forms can be downloaded from the Adelaide Graduate Centre

<http://www.adelaide.edu.au/graduatecentre/>

The School of Medicine information for postgraduates is at:

[http://health.adelaide.edu.au/school\\_medicine/Higher\\_Degrees/postgraduate\\_phd/](http://health.adelaide.edu.au/school_medicine/Higher_Degrees/postgraduate_phd/)

### A. Core Component.

#### 1. Complete induction programs for postgraduate students.

The Adelaide Graduate Centre has a specified induction program for all postgraduate students. In addition students must complete the online OH&S induction course (MyUni, [Occupational Health and Safety for Staff](#) course) and a local OH&S induction. The records of completion of these courses will be required to be submitted with your Completion of Core Component documentation.

Unless granted an exception international students must complete the Integrated Bridging Program.

#### 2. Attend relevant Discipline induction seminar and introduction from the Postgraduate Coordinator.

Local orientation information can include:

- Resources available and procedures for their use, library access, computer systems, and animal facilities.
- An introduction to research methodologies and technologies and the critical analytical skills required in the discipline.
- Safety training and orientation to the particular work environment.

#### 3. Ensure the necessary University approvals are in place for the proposed studies.

If the proposed research involves use of human subjects, animals, recombinant DNA or use of teratogens then clearances from the relevant Institutional Panels must be obtained. In the case of Animal Ethics clearance from the University of Adelaide Animal Ethics Committee is essential.

Complete the Higher Degree by Research: Safety Plan form and, if applicable, the Hazard Management Log. Both may be found at: <http://www.adelaide.edu.au/hr/ohs/policies/ohs-toolkit/> and both will be required to be submitted with your Completion of Core

## Core Component and Structured Program

Component documentation. The Hazard Management Log must be completed prior to beginning work on your project. This involves completing a Risk Assessment on the identified hazard in conjunction with your supervisor.

### 4. Literature review and research proposal.

**It is recommended that this be completed within the first three months of enrolment.**

The exact details of this proposal should be determined in consultation with your supervisor.

Title page to include:

Total number of pages contained in this proposal (excluding Bibliography/References)	
Name	
School (Discipline)	

Please structure your Research Proposal based on the headings provided below. Use a clear and legible size 12 Times New Roman font.

This proposal should be brief no more than 5,000 words but comprehensive, following the headings provided below. Please number the pages. Avoid the use of jargon and express your arguments clearly and concisely.

#### 4.1 *Project (research topic) title*

Provide a short descriptive title of no more than 20 words.

#### 4.2 *Project (research topic) summary*

In no more than 100 words, intelligible to a reader who is not a specialist in this field, summarize the aims, significance and expected outcomes.

#### 4.3 *Introductory background*

This should give sufficient background to allow an established investigator, not specifically working in that field, to understand the reasons the research study is being undertaken and to place it in the appropriate context.

This section will justify the project from a review of the literature on the topic. The student should show an ability to critically assess the material and formulate original ideas from it.

#### 4.4 *Hypothesis and aims*

This section will explain the research question and the hypothesis or problem to be addressed and how the problem is to be addressed.

#### 4.5 *Significance of the study*

#### 4.6 *Approaches and methodology*

This section will include a discussion of the approaches and methodology to be used to address the problem and hypothesis.

#### 4.7 *References cited*

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Provide in an appropriate and consistent referencing style a list of the scholarly references cited in the proposal.

### 6. Research plan and timeline and contents of thesis/submission

Please provide a plan of stages of your research development and thesis writing with a time-line of agreed goals for each year of candidature and details of the proposed contents of your thesis or research submission. A GANTT chart is useful in illustrating the various stages and activities of research, in terms of a schedule to meet time-lines.

### 5. Budget

Provide a listing of anticipated costs for your research project under such headings as “Equipment”, “Consumables”, “Attendance at Conference(s)”. Completion of this section will require consultation with your supervisor.

5.1 *Will you submit an application to a funding agency for support for your project?*

Yes  No

If “YES”, please provide details indicating to which agency you will apply, and when you will do so.

5.2 *Is this project contingent on funding support from elsewhere?*

Yes  No

If “YES”, please provide details.

### 7. Ethics Clearances

If the proposed research involves use of human subjects, animals, recombinant DNA or use of teratogens then copies of the relevant ethics clearances must be included. Note that clearances from the relevant Institutional Ethics Panel are acceptable, except in the case of *Animal Ethics where clearance from the University of Adelaide Animal Ethics Committee is essential*.

### 8. Other requirements

Please include where appropriate:

- Statement of collaborations and availability of any special reagents or necessary equipment.
- Any commercial implications and generation of potential intellectual property. If completion of a Student Project Participation Agreement (SPPA) is required a copy will need to be included with the documentation submitted to the Graduate Centre.

### 9. Plagiarism Declaration

You will be required to make a declaration regarding Plagiarism on the “Completion of the CCSP” form at the time of submission of your Research Proposal. Please note the following:

#### CONSEQUENCES OF PLAGIARISM AND COLLUSION

The penalties associated with plagiarism and collusion are designed to impose sanctions on offenders that reflect the seriousness of the University’s commitment to academic integrity. Penalties may include: the requirement to resubmit Research Proposals, thesis drafts and/or submitted theses after they have been revised to remove all instances of

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plagiarism; the creation of a period of provisional candidature for the purpose of conducting a review process involving a period of targeted learning and writing development; termination of candidature following plagiarism; imposition of a financial penalty.

Plagiarism is using another person's ideas, designs, words or works without appropriate acknowledgement.

Collusion is the act of another person assisting in the production of a Research Proposal or examinable thesis without explicit acknowledgement by the candidate or the express requirement, or consent, or knowledge of the examiner.

### 10. Process

It is recommended that the Research Proposal be completed within the first three months of enrolment. The seminar and review panel (see below) is required to be completed before 6 months of candidature have elapsed. Before the seminar, forward the Research Proposal to the postgraduate coordinator. Following this seminar and panel review, a copy of this proposal is then submitted to the Adelaide Graduate Centre, together with the relevant forms signed by your supervisor, postgraduate coordinator, and Head of Discipline.

### B. Six month seminar and panel review.

- This must be completed within the sixth month after enrolment.
- Prepare and present a seminar outlining the background and rationale of the proposed project, the details and time-line of the proposed experiments and any results obtained.
- This seminar is open to all interested parties and will be attended by the supervisors, the postgraduate coordinator and an independent researcher/academic with relevant knowledge and expertise.
- It is the student's responsibility (in consultation with the supervisor) to organise this seminar and ensure the relevant people are invited.
- Following the presentation there will be an opportunity for questions to the candidate.
- Following the presentation, the supervisors, the postgraduate coordinator and the independent researcher/academic will consult and recommend whether the student should:
  - A. Continue the course of study towards a PhD,
  - B. Continue on a conditional basis where certain milestones are required to be completed within a defined timeframe,
  - C. Change enrolment to an Masters degree,
  - D. Terminate this course of study as there is, in the opinion of the panel, no chance of successful completion within the expected timeframe.
- The recommendation of the panel, and the reasons for this recommendation, will be communicated to the student by the supervisor.
- In all cases other than recommendation A, the panel will prepare a detailed written report that provides reasons for their decision.
- Following completion of the seminar and panel review, the Literature Review and completed and signed forms of the Core Component of the Structured Program are required to be submitted to the Adelaide Graduate Centre. In cases of recommendations C and D this submission will also include the report of the panel, together, if relevant, with the completed "Transfer from a PhD to a Masters Application".

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- If the proposed research involves use of human subjects, animals, recombinant DNA or use of teratogens then copies of the relevant ethics clearances must be included with the Adelaide Graduate Centre forms for signing by the Head of Discipline and Postgraduate Coordinator. Note that clearances from the relevant Institutional Ethics Panel are acceptable, except in the case of *Animal Ethics where clearance from the University of Adelaide Animal Ethics Committee is essential*.
- The records of completion of the online OH&S induction course, and local OH&S induction courses together with the Higher Degree by Research: Safety Plan form and, if applicable, the Hazard Management Log will be required to be submitted with your Completion of Core Component documentation.

### C. The Development Component

Development Component will continue for the duration of the higher degree and includes skills training and professional development. A major part of the Development Component will be formulated in conjunction with the individual supervisors in response to the specific professional or academic needs identified in the candidate's background. In addition the candidate is required to take note and attend the various developmental programs organised by the Adelaide Graduate Centre, The Faculty of Health Sciences and the School of Medicine.

In response to specific needs students may be required to complete the following:

- Integrated Bridging Program (for students from non-English-speaking backgrounds)
- Workshops on seminar presentation and academic literacy
- Materials Transfer agreements to obtain essential reagents
- Relevant computer training
- Radiation safety training
- Training on animal ethics and techniques
- Statistics and methodology training or consultation.

#### Attendance at Seminars

It is expected that students will regularly attend seminar series for the duration of the higher degree, for example Grand Rounds or seminars in related Disciplines such as Hanson Institute or Basil Hetzel Institute Seminars. This provides a broader view of research and opportunities to be part of the wider research community. To ensure compliance some supervisors may require students to keep a record of seminar attendances.

Updated July 2009

## Guidelines for the Major Review of Higher Degree Candidature

These requirements include those of the School of Medicine and the Adelaide Graduate Centre.

Following completion of the Core Component of the Structured Program at six months of candidature, and ongoing participation in the Development Component, there is a Major Review at twelve months of candidature. The first twelve months of Higher Degree Research candidature (or part time equivalent) are on a provisional basis. The Major Review of Progress at the end of this period will recommend confirmation of candidature, termination or the extension of provisional status. In the case of extension, a series of milestones is to be agreed by the student, Head of School/Discipline, Postgraduate Coordinator and supervisory panel for completion within a specified timeframe (normally three months). A further review at the end of this period will form the basis for confirmation, or termination or conversion to a Masters enrolment.

The Major Review has been designed to ensure you are on the right track, and have a suitable project and background knowledge, with a research plan to match. It is also to ensure that you are getting the support that you require.

### 1. Literature review and research plan

This will consist of an updated version of the literature review and research plan that was written for the structured program. Also include a summary of progress and a description of any changes to the research plan. It should be submitted to members of the student's Interview Panel (see below) at least two days before the seminar and interview.

### 2. Development Component

Provide documentation regarding seminars attended, relevant training courses and any other developmental programs undertaken.

### 3. Seminar

Prepare and present a seminar outlining the background and rationale of the proposed project, the proposed experiments, results obtained, and plans for the future. This seminar can be part of a normal seminar program and would be expected to take 30-45 mins. The seminar will be attended by the Interview Panel which will consist of the supervisors, a postgraduate coordinator and an independent researcher/academic with relevant knowledge and expertise. It is the student's responsibility (in consultation with the supervisor) to organise this seminar and ensure the relevant people are invited.

### 4. Interview

Following the seminar the Panel will meet. The Panel may also meet with the student.

### 5. Recommendations of Panel

## **Major Review**

Following the interview the panel will either recommend:

- Satisfactory progress during the preceding twelve months and a recommendation of confirmation of candidature. The Panel may recommend certain courses of action to ensure the timely completion of the higher degree.
- Unsatisfactory progress during the preceding twelve months with an extension of provisional status for a specified period or termination. It is expected that concerns regarding a student's progress would have been previously discussed with the student at the completion of the Core Component and Structured Programme and attempts made to address the issue(s) prior to the Major Review.

Updated July 2009

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## POSTGRADUATE COORDINATORS

### **Anaesthesia & Intensive Care**

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### **Medicine (RAH)**

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### **Ophthalmology and Visual Science**

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### **Psychiatry**

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### **Surgery (RAH)**

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### **Surgery (QEH)**

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