

STRUCTURED PROGRAM OF ACTIVITIES FOR PHD/MMEDSCI CANDIDATES



CORE COMPONENT

FACULTY OF HEALTH SCIENCES
SCHOOL OF POPULATION HEALTH AND CLINICAL PRACTICE

To the Student:

Welcome to the School of Population Health! In collaboration with the University's Board of Research Education and Development we have designed a Core Component for the Structured Program of Activities that we hope will help "settle you in" and assist you in working on your research. Our program is designed to help you establish yourself as a research student and to begin your research with confidence.

If you have any questions please ask the Postgraduate Administrative Officer, Ms Leanne Bragg 8303 4982, in the Discipline of Nursing, or your supervisors.

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1 ACADEMIC MATTERS

Students will be expected to maintain a log book recording their progress through the following program of activities as part of their structured program. This log book should be reviewed regularly by supervisors and may be reviewed by the Post-Graduate Coordinator at the annual review and on one other occasion during the year.

Students enrolled in the School of Population Health and Clinical Practice will be expected to have two supervisors within the School. Students enrolled jointly across two Disciplines or Schools will be expected to have at least one supervisor from the School. You should meet with your supervisors every month and both supervisors and students should keep a record of appointments.

1.1 Exposure to discipline researchers and research

We expect that in the normal course of events you will meet and discuss aspects of research with many, if not all, the academics in your Discipline. Many such discussions begin at morning tea to which you are of course always welcome!

1.2 School Induction Day

The School runs an induction day each semester for new higher degree by research students, timed to coincide with the AGC induction day. You are **required** to attend this day.

1.3 Postgraduate student seminars

The School has a regular program of postgraduate student seminars. These are held on Tuesday and Friday afternoons. Ms Leanne Bragg (Tel: 8303 4982) will provide you with a list of upcoming seminars. The content of the seminars varies, depending on the needs of postgraduate students.

You are also **required** to present a seminar in the School/Discipline based on your research proposal within the first six months of enrolment for a full-time student and within the first year for a part-time student, before submitting your *Outline of Proposed Research* to the University. You should contact Ms Leanne Bragg as early as possible to set the date and time for your seminar.

1.4 School seminars

The School offers a program of seminars on Tuesday afternoons. (Again, Ms Leanne Bragg can provide details of these seminars.) Individual Disciplines will also have a seminar program. As a thesis student you are invited to attend, and will be most welcome at, these seminars.

1.5 Coursework

1.5.1 Courses within the School of Population Health and Clinical Practice:

Your supervisors will assess your needs in the light of your past academic background, and the skills that your research is likely to require. The School teaches a wide variety of courses at undergraduate, Diploma and Masters level and you **may be required** to enrol in, or otherwise formally audit, one or more of these courses. From time to time the School holds special courses about which your supervisor will advise you.

1.5.2 Adelaide Graduate Centre courses:

The Adelaide Graduate Centre provides a range of workshops as part of their Research Education Development program. These are of a very high standard and most students find them invaluable. A list of workshops is advertised in the AGC Newsletter and available at:

http://www.adelaide.edu.au/graduatecentre/resed/postgrad_workshops.html

You should discuss and agree with your supervisors and the post-graduate coordinator which of these courses you will attend.

1.6 Written work and forms

Whatever other tasks your supervisors may set, you are **required** to submit the following:

1.6.1 Literature Review

- Length and content: A fully referenced *literature review* of approximately 3000-5000 words should be prepared. It should describe the public health context of your chosen area of research.
- Timing: For a full time student, the literature review should be completed within **2 months** of enrolment (and within 4 months for a part time student).
- Submitted to: Your supervisors
- Process: Your supervisors will read this work and provide feedback.

1.6.2 Draft Research Proposal

- Length and content: The draft research proposal will be of approximately 5000-7000 words, and will usually include the literature review prepared in the first two months (see (a) above).
- Timing: The proposal should be submitted **five months** after enrolment for full-time students, and **ten months** after enrolment for part-time students.
- Submitted to: The Postgraduate coordinator
- Process: The Postgraduate coordinator will convene a review panel to review your proposal. The members of this panel will be your supervisors and two other members of academic staff of the School. The post-graduate secretary will arrange a meeting between you and the panel, usually about one week after you submit your draft proposal. You should regard this meeting as an excellent opportunity to seek feedback on your work and to enhance the quality of your research. You can expect that the review panel to focus on 'big picture' issues when reviewing your proposal. They may consider the following questions:
- ♦ Does your research address an important problem?
 - ♦ Are the conceptual framework, design, methods and analyses adequately developed, well integrated and appropriate to the aims of the research topic?
 - ♦ Does the literature review demonstrate an awareness of relevant scholarship, in particular in relation to the main schools of thought, differing methodological approaches and/or major theoretical debates?
- After you leave this meeting, the panel members will discuss your work together. Your supervisors will pass on their feedback.

Please note: please contact Ms Leanne Bragg (Tel: 8303 4982) within **four weeks** of your enrolment to remind her of the due date for your panel review.

1.6.3 *The final Research Proposal*

- Length and content: As above for (b), with revision if necessary.
- Timing: Your final Research Proposal must be lodged within **six months** of the commencement of candidature (or **twelve months** in the case of part-time enrolment).
- Process: The proposal must be lodged together with the form *Completion of the Core Component of the Structured Program* and all other documentation required by the Graduate Centre. The form can be downloaded from the Graduate Centre website at:
<http://www.adelaide.edu.au/graduatecentre/poladmin.html>.
- Submitted to: Graduate Centre

1.6.4 *Budget*

- Length and content: A budget listing estimated *costs* associated with the proposed research programme and proposed sources of funds to defray these costs must be prepared.
- Timing: The budget should be submitted **five months** after enrolment for full-time students, and **ten months** after enrolment for part-time students.
- Submitted to: Post graduate coordinator
- Process: This budget should accompany the *Draft Research Proposal* when it is submitted to the Postgraduate Coordinator. It will be reviewed by the Review Panel.

1.6.5 *Minimum Discipline Resources Proforma*

- Length and content: This form can be downloaded from the Graduate Centre website at:
<http://www.adelaide.edu.au/graduatecentre/poladmin.html>.
- Timing: The Proforma should be lodged within **six months** of the commencement of candidature (or **twelve months** in the case of part-time enrolment).
- Submitted to: Graduate Centre
- Process: The Proforma should accompany the final *Research Proposal* when it is submitted to the Graduate Centre.

1.7 **Authorship**

For work published from your PhD, MD, MMedSci, the name of your Discipline must appear on the front page as the student author's home – even if the student is employed elsewhere at the time of publication. (Two addresses may be listed if your employment has been relevant to your publication). The student should be first author on any such publication. The supervisor/s may be minor authors, having had the opportunity to read and make worthwhile comments upon the publication, and provided they can meet the terms of the journal's author statement. The Adelaide Graduate Centre form dealing with the core component of the structured program requires that an agreement be reached regarding authorship prior to commencement of the research.

1.8 **Ethics committee clearance/application**

Students and supervisors should discuss the need for ethical clearance (in the name of the principal supervisor) with evidence provided in the log book of the decisions made. Applications to the Human Research Ethics Committee should be initiated and, if possible, approved, within six months of commencement of candidature.

1.9 Completion of AGC Expectations in Supervision form (available from the AGC Website) by students and supervisor/s for discussion by them.

1.10 Postgraduate Students' Association

Students in the Discipline of Public Health are encouraged to be involved in university life through activities organized within the Discipline by the postgraduate student's association (PGSA) representative and also through the PGSA at a university level. Information can be found at <http://www.adelaide.edu.au/pgsa/> or by ringing 8303 4114.

2 TIMETABLE AND CHECKLIST OF ACTIVITIES FOR THE FIRST SIX MONTHS

2.1 Orientation to the School

We like to ensure that your first weeks in the School are as smooth and straightforward as possible. The list of activities below should help that process.

Please note that you are **required** to complete this list of orientation activities **within 4 weeks of your enrolment** (or **8 weeks** if you are a part time student). Your supervisors will assist you with this. These activities are additional to any other requirements that your supervisors has indicated.

please check when completed

1. Introduction to Head of Discipline
2. Introduction to Post-Graduate Administration, Ms Leanne Bragg
 - receive copy of *Support for Students Enrolled in a Thesis and Structured Program*
 - get a photo taken
 - advice on seminar series
 - receive log book
3. Introduction to the School's Postgraduate Coordinator, Dr Rick Wiechula, Discipline of Nursing and PGC for Public Health A/Prof Peng Bi
4. Introduction to office facilities
 - telephones
 - mailbox
 - stationery supplies
 - fax machine
 - first aid kit
 - tea & coffee contribution (if applicable)
5. Introduction to the School Operations Manager (Florence Kalambokas) or nominee
 - any queries on money/grants etc
 - after hours access/keys/discipline security
 - OHS matters (accident reporting, emergency procedures etc.)
 - accommodation
 - deposit for a room key and copy card
6. Introduction to computing services
 - explanation of computer access/facilities
 - organising email access
7. Receive calendar of School seminar programs
8. Appointment with Medical Librarian/orientation at BSL/database access.
 - Evidence of completion of library orientation to be submitted to postgraduate co-ordinator
9. Complete the BSL tutorial on ENDNOTE

10. Finalisation of principal and co-supervisor from within the School

11. Arrange date for proposal seminar and panel review

When this checklist has been completed, please sign and return it to Ms Leanne Bragg

Signature of student: date:

Signature of principal supervisor: date:

Signature of postgraduate coordinator: date:

2.2 Timetable for academic matters

Please see 1. Academic Matters for detail on each of these items.

Please check when completed

	To be completed within:	
1. Exposure to discipline researchers and research	8 weeks	<input type="checkbox"/>
2. Finalisation of appropriate coursework	4 weeks	<input type="checkbox"/>
3. Finalisation of appropriate AGC courses	4 weeks	<input type="checkbox"/>
4. AGC Expectations in Supervision form	4 weeks	<input type="checkbox"/>
5. Discussion of authorship	4 weeks	<input type="checkbox"/>
6. Literature review	2 months	<input type="checkbox"/>
7. Presentation of seminar	4 months	<input type="checkbox"/>
8. Draft Research Proposal panel review	5 months	<input type="checkbox"/>
9. Budget	5 months	<input type="checkbox"/>
10. Meeting with review panel	5.5 months	<input type="checkbox"/>
11. Submission of final Research Proforma	6 months	<input type="checkbox"/>
12. Submission of Minimum Discipline Resources Proforma	6 months	<input type="checkbox"/>
13. Ethics committee clearance/application	Initiated within 6 months	<input type="checkbox"/>

When this checklist has been completed, please sign and return it to Ms Leanne Bragg

Signature of student:

date:

Signature of principal supervisor:

date:

Signature of postgraduate coordinator:

date: