

Guidelines for Core Component and Structured Program for Higher Degree Candidature School of Medicine University of Adelaide

Students need to complete the requirements of the University of Adelaide (http://www.adelaide.edu.au/graduatecentre/forms/ccsp_complete.pdf) and additional requirements set by the School of Medicine.

A. Core Component.

- A1. Identify a project and supervisor in order to gain enrolment.**
- A2. Attend University induction seminar for post-graduate students.**
- A3. Attend relevant Discipline induction seminar and introduction from the Postgraduate Coordinator.**
- A4. Ensure the necessary University approvals are in place for the 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.
- A5. Within the first three months of enrolment prepare a Research Proposal in conjunction with your supervisor.**

The exact details of this proposal should be determined in consultation with your supervisor. The format for the Research Proposal is based on the Research Proposal Proforma of the University of Adelaide.

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.

1 Project (research topic) title

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

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.

3 Project (research topic) details

This statement 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.

3.1 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.

3.2 Research questions

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

3.3 Aims/Objectives of the project

This section will explain how the problem is to be addressed.

3.4 Significance/Contribution to the discipline

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.

3.5 Theoretical framework and methods

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

4 Budget

Please 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.

4.1 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.

4.2 Is this project contingent on funding support from elsewhere?

Yes No

If “YES”, please provide details.

5 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.)

6 Skills training and professional development

Skills training and professional development form the Development Component of the Structured Program. 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.

Please provide details of the training and development expected to be undertaken during the course of candidature. This will include Departmental seminar attendance and oral presentation of research. 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, academic literacy etc
- Materials Transfer agreements to obtain essential reagents
- Basic computer training
- Radiation safety training
- Attend Animal ethics seminar
- Statistics and methodology training or consultation.

7 Other requirements

Please specify where appropriate:

- Statement of collaborations and availability of any special reagents or equipment involved.
- Relevant human or animal ethical considerations.
- Any commercial implications and generation of potential intellectual property.

8 References cited/Bibliography of planned reading

Please provide in an appropriate and consistent referencing style:

- A list of the scholarly references cited in the proposal

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 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.

The Research Proposal should be sent to the post-graduate coordinator for review within **three months** of enrolment. A copy of this proposal is required to be submitted to the Adelaide Graduate Centre, together with the relevant forms signed by your supervisor, post-graduate coordinator, and Head of Discipline following the seminar and panel review (see below).

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 post-graduate 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.
- The presentation will include a period for questions.
- Following the presentation, the supervisors, the post-graduate 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".

C. 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 with the Adelaide Graduate Centre forms for signing by the Head of Discipline and Post-Graduate 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.

D. Attendance at Seminars.

It is expected that students will regularly attend seminar series, 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.

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