



THE UNIVERSITY  
*of* ADELAIDE

# 2022 HDR Handbook

Information for Adelaide Medical School/School of  
Biomedicine Higher Degree by Research Students

**make  
history.**

# Table of Contents

<b>Welcome to the Adelaide Medical School</b>	<b>3</b>
<b>Structure of the Adelaide Medical School and School of Biomedicine</b>	<b>4</b>
School of Biomedicine	4
Adelaide Medical School	4
<b>Location of the Adelaide Medical School/School of Biomedicine</b>	<b>4</b>
<b>HDR Program</b>	<b>5</b>
<b>Supervision</b>	<b>5</b>
<b>Postgraduate Co-ordinators (PGCs)</b>	<b>5</b>
<b>Completing your Milestones</b>	<b>5</b>
Doctor of Philosophy major milestones	5
Masters by Research major milestones	5
Induction	6
Core Component of the Structured Program (CCSP) at 6 months	6
Research proposal / ethics applications	6
Panel meeting / seminar booking	7
Major Review of Progress at 12 months	9
Annual Review of Progress at years 2 and 3	10
Career and Research Skills Training (CaRST)	10
Ethics approvals and IP issues	11
Extensions	11
The Thesis	11
<b>Resources</b>	<b>12</b>
Health Sciences Postgraduate Association (HeSPA)	12
Support for your studies, conferences and global learning	12
Issues relating to your research programme	13
University of Adelaide email	13
Statistical support	13
Data storage	13
LabArchives and Box	13
Health, Safety and Wellbeing (HSW)	13
HSW induction programs	14
Hazard management and training	14

Scholarships	14
Personal medical and health issues	14
International students	15
<b>Useful Contacts</b>	<b>15</b>
Adelaide Graduate Centre	15
Industry Opportunities	15
Grievances	15
Faculty of Health and Medical Sciences	15
Postgraduate Co-ordinators	15
Student Support	15
Health, Safety and Wellbeing	15
Office of Research Development and Research Education	15
School and Institute Homepages	15

## Welcome to the Adelaide Medical School

Welcome to the Higher Degree by Research (HDR) program in the Adelaide Medical School (AMS)/ School of Biomedicine. We have the largest number of Masters and PhD students enrolled within the University of Adelaide and have an excellent completion track record. There are a myriad of opportunities in the AMS/ School of Biomedicine in terms of research experience with a strong emphasis on multidisciplinary work and translational studies. We want you to make the most of your time with us as a HDR student.

Clearly the research project you have chosen is at the core of what you will be doing over the next few years but there is more to it than that. What we offer is a training that will equip you to become a highly skilled and competitive postgraduate scientist. To that end, we want to make sure you gain an understanding of research methodologies and approaches that are not limited to those of the research group with which you will be working but that you interact with other HDR students and their supervisors in other parts of the AMS/ School of Biomedicine. We hope and expect you will find the time spent with us undertaking your PhD one of the most exciting and satisfying of your life. Many of our past students have gone on to win local, national and even international awards for their work. We look forward to hearing of your individual successes and wish you well in the years to come.



Professor Corinna van den Heuvel Interim Head,  
School of Biomedicine



Professor Danny Liew Dean of Medicine /  
Head of Adelaide Medical School

## Structure of the Adelaide Medical School and School of Biomedicine

The Adelaide Medical School and School of Biomedicine are two of eight Schools within the Faculty of Health and Medical Sciences (FHMS). The Adelaide Medical School consists of 9 Disciplines whilst the School of Biomedicine consists of 4 Disciplines as follows:

### School of Biomedicine

#### Medical Sciences

Pharmacology  
Anatomy and Pathology  
Physiology  
Reproduction & Development

### Adelaide Medical School

#### Medical Specialties

General Practice

Medicine

Psychiatry

#### Women's & Children's Health

Obstetrics and Gynaecology

Paediatrics

#### Surgical Specialties

Acute Care Medicine

Ophthalmology and Visual Science

Orthopaedics and Trauma

Surgery

## Location of the Adelaide Medical School/School of Biomedicine

The Adelaide Medical School has over 700 teaching and research staff and more than 1,500 affiliated titleholders across four major hospitals (Royal Adelaide Hospital, The Queen Elizabeth Hospital, Women's and Children's Hospital and the Lyell McEwin Hospital) and the University of Adelaide North Terrace campus, Adelaide Health and Medical Sciences (AHMS) building at the city's West End and the Helen Mayo Buildings on Frome Road. In addition, there are research groups in the Basil Hetzel Institute, South Australian Health and Medical Research Institute (SAHMRI) and Hampstead Campus.





## HDR Program

<https://www.adelaide.edu.au/graduatecentre/current-students/handbook>

Everything you need to know about the HDR program of the University of Adelaide is contained in the Research Student Handbook.

**NB: AMS/ School of Biomedicine procedures for the milestones during your candidature are highlighted in the boxes below.**

## Supervision

<https://www.adelaide.edu.au/graduatecentre/current-students/getting-started#resources-for-the-life-of-your-degree>

The relationship with your principal supervisor is important to the success of your research. In one of your first meetings it is recommended you and your supervisor discuss expectations in supervision to ensure you both agree how you will be working together. As your research and expertise as a researcher evolves, it can be helpful to revisit the scale to ensure that you continue working as a team towards thesis submission.

You will normally have at least 2 and up to 3 supervisors. Your principal supervisor will normally be from within the School. To ensure you have a range of experts to help with your research, you can also have a co-supervisor from within the University and/or an external supervisor who may be from a different university, a research institute or an industry partner.

The Research Student Handbook outlines the responsibilities of supervisors in Appendix 2.

## Postgraduate Co-ordinators (PGCs)

<https://www.adelaide.edu.au/graduatecentre/staff-resources/postgraduate-coordinators>

After your supervisors, the Postgraduate Co-ordinator (PGC) is your most important source of support and is responsible for overseeing the progress of postgraduate research students in the AMS/ School of Biomedicine. The PGC will monitor progress to ensure you complete the required candidature milestones. The PGC is available to discuss any concerns or problems you may have with your research, supervisors or in your personal life. In addition, they can provide useful advice on issues regarding candidature including thesis requirements and career advice.

## Completing your Milestones

<https://www.adelaide.edu.au/graduatecentre/current-students/completing-your-milestones>

The Adelaide Graduate Centre (AGC) milestones are summarised below. Detailed information and relevant forms can be accessed from the AGC website listed above.

### Doctor of Philosophy major milestones



### Masters by Research major milestones



**NB: AMS/ School of Biomedicine requires you to present a project proposal seminar in**

## Induction

<https://www.adelaide.edu.au/graduatecentre/current-students/completing-your-milestones/induction#online-induction>

Induction into the research program consists of three related but separate components. Online induction provides detailed information about your time as a research student at the University of Adelaide.

AMS/ School of Biomedicine -specific induction sessions are conducted twice a year.

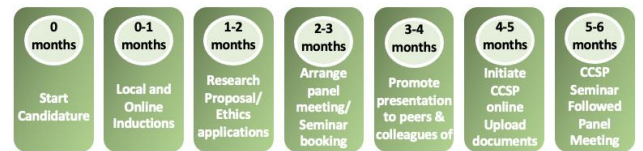
Announcements as to the dates will be via the AMS/School of Biomedicine course in MyUni.

Local area induction provides an introduction to your local area environment and procedures (carried out by supervisor or laboratory personnel). This may be in addition to a site-specific induction.

HSW training will be required for your specific area and techniques eg micro CT imaging, working with radiation, animal handling, phlebotomy training.

## Core Component of the Structured Program (CCSP) at 6 months

<https://www.adelaide.edu.au/graduatecentre/current-students/completing-your-milestones/core-component-of-the-structured-program-ccsp>



### Guide to your first 6 months and the Core Component of the Structured Program (CCSP)

#### 0-1 months

- Enrolled and receive notice of your postgraduate coordinator (PGC) from fhresed.
- Complete local (OHSW) and online inductions.
- You will receive notice of an AMS induction within the first 6 months

#### 1-2 months

##### Preparation of Research proposal including:

- Academically rigorous background, aims/research questions, methods.
- A scope that is appropriate for the timeframe of the degree.

**Consider:** ethics, intellectual property, resource implications

**Address:** responsible conduct of research, data management and authorship

#### 2-3 months

##### Arrange proposal presentation

- Coordinate with supervisors, PGC, discipline/subject expert to present in a recognised seminar series (eg BHI, WCH, AHMS, HM, RAH, Lyell MacEwin).
- Confirm: dates, time, location, title with PGC for AMS/SchBiomed notices.
- In consultation with supervisor invite your collaborators and peers to attend.

#### 4-5 months

##### Arrange proposal presentation and initiate online CCSP process

Complete forms and submit to supervisor at least 4 weeks prior to CCSP meeting to enable time for revisions.

At least 2 weeks before the CCSP meeting submit completed online form with required documents, e-mail the following documents to the panel and remind them of the pending meeting and presentation:

- Research Proposal
- Career and Research Skills Training (CaRST) Development Plan
- Data management plan
- Ethics approval
- GANTT chart

#### 5-6 months

##### CCSP

- Deliver seminar to panel and interested attendees

##### The panel meeting involves:

- Discussion on progress and address of any progress concerns
- Advise students on professional development opportunities available to them

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

<http://www.adelaide.edu.au/graduatecentre/forms/milestones/core-component-structured-program/>

**NB: AMS/ School of Biomedicine requires you to present a project proposal seminar in addition to your 6 month panel review meeting. Both the seminar and panel meeting are to be attended by your supervisory panel, PGC and discipline/topic expert.**

## Research proposal / ethics applications

In the first 6 months it is essential for you to develop a comprehensive understanding of the background of your project and develop the aims and research plan with your supervisor. Your research proposal, is to include a substantial review of the background literature, identifying gaps or contention in

knowledge, research hypothesis, aims, significance/contribution and the theoretical framework and methods. This will enable you to become abreast of the field as rapidly as possible and ensure you understand the background and aims of the project before becoming completely immersed in the research project. This will also provide enough detail for the discipline expert to be able to critique the proposed plan. Your supervisor will guide and provide feedback in the development of the research proposal and the appropriate scope of the background literature.

It is necessary that you complete your research proposal **well before the deadline of your CCSP** which must be completed before 6 months of full-time candidature. Documents should be emailed to the panel members before the seminar and panel meeting. (NB: The discipline/subject expert and co-supervisors do not receive documents via the online uploads). Required amendments need to be addressed in the documents before submitting online for approval by the panel which then flows to the AGC.

This document will form the basis for a more detailed and comprehensive literature review which is required at the Major Review at 12 months.

Templates for the research proposal and Gantt chart are available on the AGC website at: <https://www.adelaide.edu.au/graduatecentre/current-students/forms#milestones>

NB: The Gantt chart on the website is generic and needs to be specific to the aims and studies of your project. Please include:

- Studies and data analysis linking to research plan;
- Conference abstract submission and attendance plans;
- Milestones;
- Workshop/laboratory placements.

Use a clear and legible font (e.g. Arial Narrow, Times New Roman or Times) and size 12 font.

The length of this document can vary but usually does not exceed 20 pages. The following is a recommended format:

- Thesis title.
- Research project summary – summarize the aims, significant and expected outcomes, intelligible to a reader who is not a specialist in this field.
- Background of the proposal – this should give sufficient background to allow an established investigator, not specifically working in the field, to understand the reasons the research study is being undertaken and to place it in the appropriate context. Critical references relevant to this proposal should be cited.
- 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.
- Contribution to the discipline – describe the expected significance of the proposed study to the broader discipline.
- Approaches and methodology – this section will include a brief discussion of the approaches and methodology to be used to address the problem and hypothesis. Any ethical considerations are discussed.
- References cited.

### **Panel meeting / seminar booking**

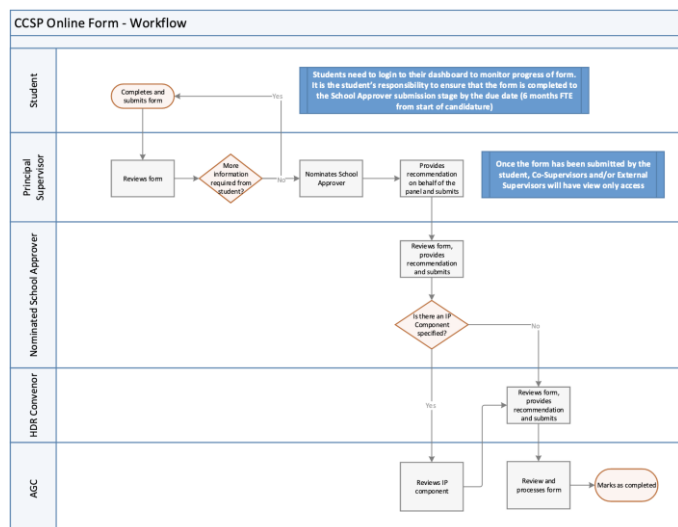
The AMS/ School of Biomedicine requires you to present your proposal in a recognised school seminar attended by the panel (supervisors, PGC and discipline expert) followed by the panel review meeting by 6 months.

The proposal seminar can be scheduled a week before the panel meeting to enable incorporation of suggestions from those attending following consultation with your supervisor. However, in some cases the seminar and meeting may need to be held directly after each other depending on panel availability

This review process ensures that you have relevant background knowledge and justified aims with an experimental plan to match at the level



expected for a HDR. The review is also to ensure that you are getting the support you require.



**NB: AMS/ School of Biomedicine requires you to present a project proposal seminar in addition to your 6 month panel review meeting. Both the seminar and panel meeting are to be attended by your supervisory panel, PGC and discipline/topic expert.**

Your seminar will outline the background and rationale of the proposed project, the details and timeline of proposed experiments and any preliminary results. This seminar is open to all interested parties and is to be attended by a panel consisting of your supervisors, the PGC and discipline/subject expert with relevant knowledge and expertise. Contact your PGC to arrange for the seminar to be part of a normal seminar program and would be expected to take 20 minutes with 10 minutes for questions.

**It is the student's responsibility to confirm a session for the seminar and panel meeting (in consultation with the supervisor, their assigned PGC and discipline/subject expert).**

**We encourage the student to promote the seminar to colleagues and collaborators to ensure relevant people are invited.**

The panel will make the following recommendations:

A. Continue the course of study towards a Masters/PhD.

B. Continue on a conditional basis where certain milestones are required to be completed within a defined timeframe.

C. In the case of a PhD, change enrolment to a Masters program.

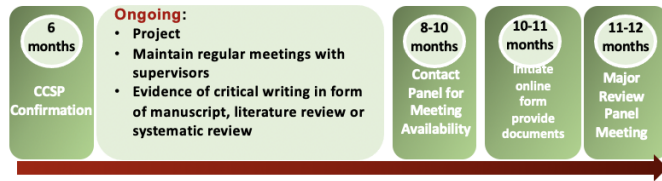
D. Terminate this course of study as there is, in the opinion of the panel, no chance of successful completion within the expected timeframe.

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 "Core Component of the Structured Program" will be approved by the relevant members of the panel. Please ensure all required documents are completed before online submission to the AGC. This includes copies of any required ethics and safety approvals. In cases of recommendations C and D, this submission will also include the report of the panel, together with the completed "Transfer from a PhD to a Masters Application" (if relevant). Students requiring assistance with the CCSP and Major Component paperwork (including obtaining Head of School signature) should contact the FHMS Office of Research Development and Research Education at [fhresed@adelaide.edu.au](mailto:fhresed@adelaide.edu.au).

## Major Review of Progress at 12 months

<https://www.adelaide.edu.au/graduatecentre/current-students/completing-your-milestones/major-review>



**Ongoing:**

- Maintain regular meetings with supervisors
- Evidence of critical writing in form of manuscript, literature review or systematic review

### Planning for Major Review

**8-10 months**

**Arrange Panel meeting at least 4 weeks before:**

- Panel as per CCSP: supervisors; PGC (chair), discipline/subject expert
- Submit documents** to the supervisor at least 4 weeks beforehand for review
- Once supervisor has approved documents email documents to the panel
- Check with supervisor and PGC if a Research Review Presentation is necessary

**10-11 months**

**Initiate online process:**

Upload Documents:

- Evidence of critical scientific writing eg literature review, manuscript draft
- Review progress, contingency plans
- Career and Research Skills Training (CaRST) Summary
- Review supervisor/student relationship
- Ethics approval if required for next stage
- GANTT chart/completion plan- address progress, conferences, manuscripts

**11-12 months**

**Panel Meeting:**

- The meeting will discuss:** ethics, intellectual property, resource implications, progress and any issues
- Advise students on professional development opportunities and industry placement if applicable to them:

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

<http://www.adelaide.edu.au/graduatecentre/forms/milestones/major-review/>

- Discussion over candidature status

(Extended Major Review of Progress is required where there are doubts about a student's ability or motivation to complete)

The panel, consisting of the PGC, supervisor and discipline/subject expert will consider and discuss both your progress report and that of your principal supervisor, make appropriate recommendations and complete the AGC "Major Review of Progress" form. The student is required to initiate the Major Review online and upload required documents which include:

- the Major Review.
- CaRST progress.

This will then flow to the supervisor and assigned PGC to review and comment. Please also email these documents, in addition to a comprehensive literature review, to the panel at least a week before the scheduled panel meeting (this is a specific requirement of the AMS/School of Biomedicine).

- The literature review is to be a comprehensive and referenced discussion of the literature that forms the basis of your research project. If appropriate, this document can form the basis of a publication.

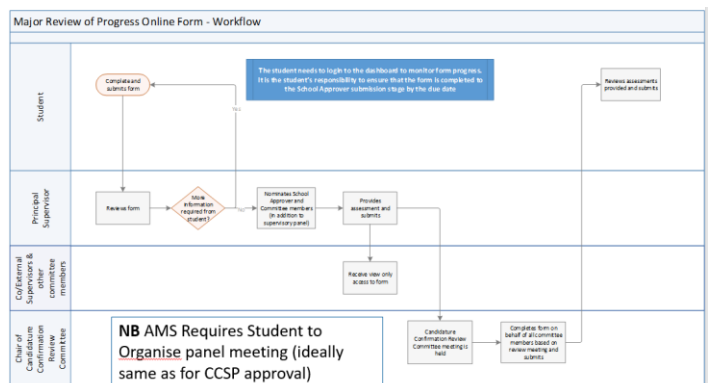
- Discussion and review of the document with your supervisor will be necessary to define the scope of the review.

- Needs to be at a level approved by the supervisor.

The literature review enables the supervisor and panel to assess writing and critique of the literature is at an appropriate level in order to identify whether support is needed in this area.

The literature review can be amended as your candidature progresses and be used to form the basis of your introduction to the thesis.

NB: This will not be required if the thesis has involved the writing of a systematic review at a publishable standard.



## Annual Review of Progress at years 2 and 3

<https://www.adelaide.edu.au/graduatecentre/current-students/completing-your-milestones/annual-review>

This is a requirement of the AGC for year 2 and subsequent years and the deadline is usually 31 October of each year of candidature. The Annual Review will be completed via an online form from the AGC who will contact you by email. NB: Failure to submit an Annual Review (even if on Leave of Absence) can result in termination of candidature.

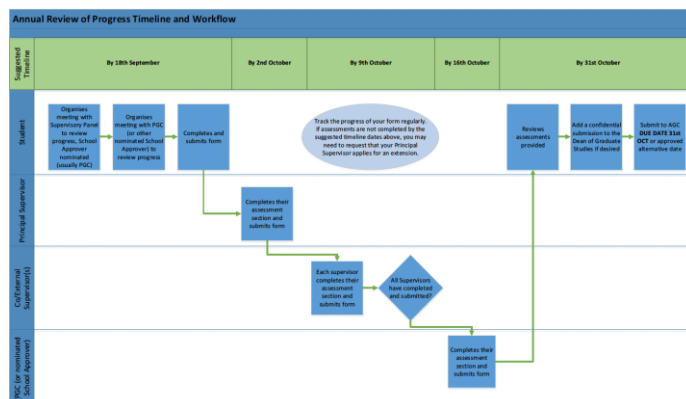
**Year 2 – You will need to make an appointment to meet with your supervisors to discuss progress and sign the online “Annual Review of Progress” form. This will then go to the relevant PGC to read and approve or contact to follow-up.**

**Year 3 – The AMS/ School of Biomedicine requires you and your supervisor to organise the following:**

**Panel meeting with supervisors, to be chaired by a PGC. This panel will review your progress report and that of your principal supervisor, and establish a realistic timeline for completion and format of the thesis.**

**Pre-submission or Exit seminar in the School precinct.**

**NOTE this meeting may be scheduled in the 4th yr due to an extension of the predicted submission date, depending on progress, leave of absence and extensions.**



## Career and Research Skills Training (CaRST)

<https://www.adelaide.edu.au/graduatecentre/current-students/completing-your-milestones/other-milestones#carst-mres-or-phd-career-research-skills-training>

The CaRST program delivers comprehensive research training and career development for HDR students through a suite of workshops, courses, events, online training and resources to equip you with the skills you need to achieve your career goals. You require 60 hours accredited CaRST hours for a Masters or 120 hours for a PhD. We encourage these to be distributed over the course of your candidature between four different skill areas (not necessarily evenly). These hours may be from CaRST accredited seminars or workshops or informal and developmental opportunities.

NB: Online documentation for CaRST accreditation can be submitted retrospectively if not listed among the approved courses.

The AGC requires School seminar attendance, which is recognised by CaRST. The AMS and School of Biomedicine considers seminar attendance an essential part of academic development. Seminars provide the opportunity to expand knowledge and be informed regarding new developments and techniques. In addition, they provide opportunities to meet other researchers and students.

Your supervisors may arrange attendance at courses or lectures, in response to the specific professional or academic needs identified in the candidate's background.

You 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.

You will note the due date for this milestone is the same as your enrolment date. This is an administrative process to prompt the enrolment system to send you an email about CaRST.

### Ethics approvals and IP issues

<https://www.adelaide.edu.au/research-services/ethics-compliance-integrity>

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. These requirements need to be attended to as a priority as they have the potential to compromise your progress. Where animal studies are undertaken outside of the University of Adelaide facilities, animal ethics clearance from the University of Adelaide Animal Ethics Committee is still required. If Human Ethics approval is obtained from another institution, this approval must be communicated to the University of Adelaide Human Ethics Committee. The Office of Research Ethics, Compliance and Integrity provides the resources, advice and assistance for your ethics and compliance obligations. There may be intellectual property issues with your research; this should be discussed with your supervisor.

NB: The University of Adelaide and SAHMRI have an agreement that reporting is **not** required to the University of Adelaide Animal Ethics Committee for SAHMRI approved animal projects if animals are held only at SAHMRI. This is also the case for the University of South Australia, Flinders University and SA Pathology.

### Extensions

<https://www.adelaide.edu.au/graduatecentre/current-students/managing-your-candidature#extensions>

The expected time for completion and submission of a full-time Masters thesis is 2 years and a PhD thesis 3 years. It is strongly encouraged that candidates plan to finish within this timeframe. In the case of a PhD, extension of your scholarship and candidature for up to a further six months is possible. Typically, this extension requires justification for circumstances that were beyond your control and significantly affected the progress of your research.

Every effort is required to ensure that documentation is submitted to the AGC by the required deadline. If unavoidable circumstances arise that delay the completion of a required deadline (Annual Review, Major Review of Progress etc) contact your PGC to investigate an extension. It is essential that the AGC be informed.

### The Thesis

<https://www.adelaide.edu.au/graduatecentre/current-students/your-thesis-examination>

The exact form and structure of your thesis is flexible and will vary between disciplines and will usually be determined following discussion with your supervisors. See the Research Student [Handbook](#) for details regarding thesis presentation and processes involved in submitting your thesis. Candidates need to discuss with your supervisor (and if required PGC) your thesis format well ahead of time to enable detailed planning. A "Notice of Intention to Submit" form is required to be submitted to the AGC three months before submitting your thesis. This should be done one to two months in advance as your supervisor will be requested to



provide the names and contact details of potential examiners.

There are alternative forms for the thesis; either conventional format, publication or a combination of conventional and publication format. The AMS/ School of Biomedicine strongly recommends consideration of the publication, or combination of conventional and publication format. Using a format which combines chapters which are publications and chapters in conventional format provides maximum flexibility and prevents duplication of effort. This will allow students to maximise their publications which is essential for your future career. Your publications are the major considerations in the future assessment of your track record for grant or fellowship applications. The publication format is defined in the regulations as a thesis that comprises a portfolio of publications that have been published and/or submitted for publication and/or text in manuscripts. The publications/manuscripts must be closely related in terms of subject matter, from a cohesive research narrative. Details of the publication format are in the Research Student [Handbook](#).

A frequent question is “What are the minimum requirements in terms of numbers of publications and quality (impact factor relative to your specialist area)?”. There are no set rules but consideration of your position on the author list, number of publications and impact figures of the journals need to be considered. It should be noted that your supervisor will discuss with you the final extent and breadth of research that will be considered suitable for a Masters or PhD thesis. The decision of content regarding a thesis by publication is based on the same criteria. If further information or clarification is required please contact your PGC.

## Resources

### Health Sciences Postgraduate Association (HeSPA)

<https://www.aau.org.au/get-involved/clubs/hespa/>

HeSPA is a student body for all postgraduate students, coursework and research, within the FHMS. Postgraduate study can be challenging and isolating at the same time, especially if your work involves long hours in a laboratory or in front of your computer. HeSPA aims to support all postgraduate students with opportunities to get together and unwind from the day-to-day postgraduate student life by organising social events such as barbeques and quiz nights, workshops with invited speakers and other events. Visit the website for further details about becoming a member of HeSPA.

### Support for your studies, conferences and global learning

Your principal supervisor is allocated funds each year to help defray some of the costs associated with your candidature. You will be provided with appropriate desk space, chair and computer with internet access. It is also expected that HDR students be given the opportunity to attend one national conference/workshop in the second year of candidature and an international conference/workshop in their final year. It is encouraged that you utilise this international travel to visit other laboratories and to investigate potential future postdoctoral opportunities. Conference attendance usually requires candidates to submit an abstract of their research. Candidates are encouraged to apply for the AMS/ School of Biomedicine Research Travel Awards and any other appropriate sources of travel funds that may be available. This will help to defray costs and provide useful additions to your curriculum vitae.

The annual Florey Postgraduate Research Conference is an event that provides the opportunity to showcase your research, as well as providing sessions for professional and personal development. All students are strongly encouraged to take advantage of this opportunity.

There can be opportunities to undertake some of your studies in overseas research institutions. Your supervisor can advise if there are opportunities that relate to your research project.

Visit <https://www.adelaide.edu.au/study-overseas/> for additional information.

### Issues relating to your research programme

Any issues relating to your research project, either academic or resource related, or your research environment should be discussed in the first instance with your supervisor. If these issues cannot be resolved in a satisfactory manner then please make an appointment to discuss with your PGC.

### University of Adelaide email

<https://www.adelaide.edu.au/technology/your-services/email>

Your University email address is your major route of communication. This will alert you to important deadlines and various opportunities, for example regarding funding for travel, seminars and various workshops. It is imperative that you regularly check your University email account. For convenience, your University email can be forwarded to another email account.

### Statistical support

<https://www.adelaide.edu.au/ahta/services/dsit/>

HDR candidates have access to statistical support provided by statisticians in the School of Public Health.

<https://www.adelaide.edu.au/technology/your-services/software/software-for-students>

HDR students have free access to download various software for your research, for example Endnote for referencing, SPSS, MATTLAB, Graphpad Prism and STRATA statistics and graphics software.

### Data storage

Consult your supervisors over an agreed shared storage method. All experimental designs, calculations and protocols are required to be recorded (in draft and final forms) and available to the supervisor/group, such as in lab archives or a shared Box folder. Large data sets (such as proteomic files or imaging) may require specialized repositories designed for large storage capacity.

Please contact IT support for advice.

### LabArchives and Box

<https://www.adelaide.edu.au/technology/research/research-data/labarchives>

<https://universityofadelaide.account.box.com/login>

LabArchives and Box are University-wide Electronic Research Notebook (ERN) solutions that can improve quality, collaboration, accessibility, searchability, security and efficiency when capturing research data.

All current students can access LabArchives and Box on the University's site. Because these are cloud-based, you can access it anywhere and at any time via the internet or mobile app. ***Please ask your supervisor if they would prefer you to upload data into their labarchives account or box file or for you to provide them a link to your labarchive account or box file.***

Data in LabArchives are stored in Australia and there is no limit to the size or number of notebooks you can create and share.

### Health, Safety and Wellbeing (HSW)

The FHMS is proud of its health, safety and wellbeing practices and treats the health and safety of all staff and students seriously. While all staff and students are responsible for ensuring their own health and safety, the Faculty HSW Co-ordination team can advise and assist with any health and safety matters, policies and guidelines.

The team provides HSW co-ordination, support and advice to assist the Faculty maintain the health, safety and wellbeing of all its staff, students and

visitors. The team also assists the Faculty to meet compliance with HSW legislation and University requirements. The team can be contacted at [fhs\\_hsw@adelaide.edu.au](mailto:fhs_hsw@adelaide.edu.au)

### **HSW induction programs**

<https://www.adelaide.edu.au/hr/hsw/training>

You are required to complete a web-based University HSW Induction which includes biological and chemical safety and risk management and relevant health and safety information. This will include your roles and responsibilities, how to report an incident/injury and processes. The details of the online courses can be accessed at the above website.

The University requires all HDR students to complete local HSW induction with their supervisor on commencement of their candidature. A copy of the Faculty Local HSW Induction is available at <https://health.adelaide.edu.au/intranet/help-me-with-a-task/human-resources/staff-induction#health-safety-and-wellbeing-induction>

During the local HSW induction, the supervisor must inform the student of the Hazard Listing for the area, identify all appropriate training and implement safety requirements (e.g. vaccinations). The records of completion of these courses will be required to be submitted with your CCSP documentation.

### **Hazard management and training**

<https://www.adelaide.edu.au/hr/hsw/hsw-training-induction>

Hazard management is the process to identify risks when working with hazardous materials, plant or tasks. It is a requirement that all HDR students understand the hazard management process and are required to complete the online Hazard Management course provided by the University HSW team.

If you will be handling chemicals or biological materials you must also complete the Chemical Safety Management and Biological Safety Management online training courses.

### **Scholarships**

<https://www.adelaide.edu.au/graduatecentre/scholarships>

**There are a range of government and University funded scholarships available to support you during your candidature.**

In addition to these competitive rounds, there are other opportunities which include externally funded major awards, top-ups, industry programs and placements, allowances for operating costs and travel scholarships.

There are major and mid-year round opportunities for both domestic and international students. If you submit an application during the application rounds, you will automatically be considered for all of the scholarships available in the round. Only a subset of the opportunities available are offered during the major and mid-year rounds. All other opportunities usually require a separate and specific application and you will find this information attached to the funding opportunity listed.

### **Personal medical and health issues**

<https://www.adelaideunicare.com.au/index.php>

Adelaide Unicare is a research and teaching practice in association with the Discipline of General Practice providing comprehensive and confidential health care to all students and staff in a friendly and comfortable environment. Adelaide Unicare is located on the ground floor of the Horace Lamb Building at the North Terrace Campus.

<https://www.adelaide.edu.au/counselling/>

There is a free and confidential Counselling Support service available to HDR students seeking to address issues that may be affecting their study and life. The professional counselling team is available to help you explore options to resolve these difficulties.

<https://www.adelaide.edu.au/disability/>

Disability Support can help you manage ways to accommodate your disability or medical condition

whilst at University so you can focus your energy toward your studies.

### **International students**

<https://international.adelaide.edu.au/life-on-campus/support-services>

The University of Adelaide provides a comprehensive support service for International students. All international students will usually complete the Integrated Bridging program and this provides relevant academic, linguistic and cultural conventions. The International Student Centre provides a range of services including a peer mentor program and social activities for International students.

### **Useful Contacts**

#### **Adelaide Graduate Centre**

<https://www.adelaide.edu.au/graduatecentre/>  
[graduate.centre@adelaide.edu.au](mailto:graduate.centre@adelaide.edu.au)

<https://www.adelaide.edu.au/graduatecentre/staff-resources/general-contacts>

<https://www.adelaide.edu.au/graduatecentre/staff-resources/carst>

#### **Industry Opportunities**

<https://www.adelaide.edu.au/graduatecentre/career-development/industry-opportunities>

#### **Grievances**

<https://www.adelaide.edu.au/graduatecentre/current-students/managing-your-candidature#grievances-and-what-to-do-when-things-go-wrong>

### **Faculty of Health and Medical Sciences**

#### **Postgraduate Co-ordinators**

<https://www.adelaide.edu.au/graduatecentre/staff-resources/postgraduate-coordinators>

#### **Student Support**

<https://health.adelaide.edu.au/study-with-us/student-support>

#### **Health, Safety and Wellbeing**

<https://health.adelaide.edu.au/intranet/help-me-with-a-task/health-safety-and-wellbeing>

[fhs\\_hsw@adelaide.edu.au](mailto:fhs_hsw@adelaide.edu.au)

#### **Office of Research Development and Research Education**

<https://health.adelaide.edu.au/intranet/help-me-with-a-task/research>

[fhsresed@adelaide.edu.au](mailto:fhsresed@adelaide.edu.au)

#### **School and Institute Homepages**

<https://health.adelaide.edu.au/medicine/>

<https://health.adelaide.edu.au/biomedicine/>

<https://health.adelaide.edu.au/dentistry/>

<https://health.adelaide.edu.au/nursing/>

<https://health.adelaide.edu.au/psychology/>

<https://health.adelaide.edu.au/public-health/>

<https://www.adelaide.edu.au/robinson-research-institute/>

<https://joannabriggs.org>