



THE UNIVERSITY  
of ADELAIDE

# Information for Adelaide Medical School Higher Degree Students



## Welcome to the Adelaide Medical School

Welcome to the higher degree by research (HDR) program in the Adelaide Medical School. We have the largest number of Masters and PhDs enrolled within the University and we have an excellent completion track record. There is a myriad of opportunities in terms of research experience in the School with a strong emphasis on multidisciplinary work and translational studies. We want you to make the most of your time with us as a higher degree 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 well to become a highly skilled and competitive postgraduate scientist. To that end we want to make sure that you gain an understanding of research methodologies and approaches that are not limited to just those of the research group with which you will be working but that you interact with other Higher Degree by Research (HDR) students and their supervisors in other parts of the School. We hope and expect that you will find that the time you spend with us undertaking your PhD will be 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 Ian Symonds,

Dean of Medicine, Head of School

## Structure of Adelaide Medical School

The Adelaide Medical School is one of the five Schools within the Faculty of Health and Medical Sciences. The Adelaide Medical School consists of 13 Disciplines as follows:

- > Acute Care Medicine
- > Anatomy and Pathology
- > General Practice
- > Medicine
- > Obstetrics and Gynaecology
- > Ophthalmology and Visual Sciences
- > Orthopaedics and Trauma
- > Paediatrics
- > Pharmacology
- > Physiology
- > Psychiatry
- > Rural Health
- > Surgery

## Location of the Adelaide Medical School

The Adelaide Medical School has over 700 teaching and research staff and more than 1500 affiliated titleholders spread over 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. In addition there are research groups in the Basil Hetzel Institute, SAHMRI (South Australian Health and Medical Research Institute) and Hampstead Campus.

There will be major changes in 2017 with the completion of the New Royal Adelaide Hospital and the Adelaide Health and Medical Sciences (AHMS) building at the City's West End. Many research groups will be locating to the new AHMS building, which will offer new facilities and opportunities.

## Postgraduate coordinators (PGCs)

After your supervisors, the Postgraduate coordinator (PGC) is likely to be your most important source of support and is responsible for overseeing the progress of postgraduate research students in the Adelaide Medical School. The PGC will monitor your progress to ensure that you complete the required candidature milestones. The PGC is available to discuss any concerns or problems that you may have with your research, your supervisor(s) or in your personal life. In addition they can provide useful advice regarding any issues regarding your candidature including thesis requirements and career advice. There are specific PGCs allocated to different Disciplines and locations, please see: [adelaide.edu.au/graduatecentre/staff/postgraduate-coordinators/pgc-list/#health](http://adelaide.edu.au/graduatecentre/staff/postgraduate-coordinators/pgc-list/#health) to find your PGC.

## Timelines for the reviews of higher degree candidature

The Graduate Centre milestones are summarised below and detailed information and relevant forms can be accessed from the Adelaide Graduate Centre website:

[adelaide.edu.au/graduatecentre/forms/milestones](http://adelaide.edu.au/graduatecentre/forms/milestones)

Note that the time lines for part-time students are doubled.

**Note: The Adelaide Medical School procedures for the various milestones required during your candidature are highlighted in the boxes below.**

### Doctor of Philosophy major milestones:



### Masters by Research major milestones:



Everything you need to know regarding the higher degree program of the University of Adelaide is contained within the Research Student Handbook: [adelaide.edu.au/graduatecentre/handbook](http://adelaide.edu.au/graduatecentre/handbook)

## University 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. Note that if this is more convenient, these emails can be forwarded to another email account.

## Faculty Health, Safety and Wellbeing coordinators and reps

The Faculty of Health and Medical Sciences 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 in the Faculty are responsible for ensuring their own health and safety, the Faculty HSW Coordination Team can advise and assist with any health and safety matters, policies and guidelines.

The Team provides HSW coordination, 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 primary HSW contact for the Adelaide Medical School is Betty Reinboth who can be contacted by phone or email ([betty.reinboth@adelaide.edu.au](mailto:betty.reinboth@adelaide.edu.au) or [fhs\\_hsw@adelaide.edu.au](mailto:fhs_hsw@adelaide.edu.au)).

[health.adelaide.edu.au/hsw/](http://health.adelaide.edu.au/hsw/)

## HDR student representatives

The School has a HDR Student Health and Safety Representative whose role is to assist students raising health, safety and welfare issues. Through their own experience in the workplace, representatives have a practical understanding of the health and safety problems that students experience and can contribute suggestions towards resolving the issues.

The Adelaide Medical School Student HDR Rep is Stephanie Plummer and she can be contacted on (08) 8313 6216 or by email [stephanie.plummer@adelaide.edu.au](mailto:stephanie.plummer@adelaide.edu.au)



## Health, safety and wellbeing (HSW) induction programs

You are required to complete a web-based University Health, Safety and Wellbeing (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 [adelaide.edu.au/hr/hsw/training](https://adelaide.edu.au/hr/hsw/training)

The University requires all HDR students to complete a Local HSW Induction with their supervisor on commencement of their candidature. A copy of the Faculty Local HSW Induction is available at [health.adelaide.edu.au/intranet/hsw/induction](https://health.adelaide.edu.au/intranet/hsw/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 (eg vaccinations).

The records of completion of these courses will be required to be submitted with your Completion of Core Component documentation.

## Hazard management and training

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 Management and Biological Management on-line training courses. All HSW training courses can be accessed via [adelaide.edu.au/hr/hsw/training/general](https://adelaide.edu.au/hr/hsw/training/general)

**Note:** For you to access these online training courses it will require the School or Branch to request access via a Technology service request with subject – “Add students to Human Resources Online Training – AU\_HR\_OT\_0001”. This will then give you access to ALL online HSW training modules as they become available.

## Ethics approvals and IP issues

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 ([adelaide.edu.au/rb/oreci/](https://adelaide.edu.au/rb/oreci/)) 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.

## Focus on your research proposal as soon as possible

It is essential that your research proposal, which includes a review of the background literature, research hypothesis, aims and approaches, is a priority. You need a comprehensive understanding of the background of your project and develop the aims and research plan with your supervisor at the outset of your research programme. This will enable you to “get up to speed” as rapidly as possible and ensure you understand the background and aims of the project before becoming completely immersed in the research project. Your supervisor will guide and provide feedback in the development of the research proposal and the appropriate scope of the background literature. See Core Component and Structured Program (CCSP) below for further details.

## Core component of the structured program (CCSP) at 6 months

The Adelaide Medical School requires that you present a seminar at your 6 month review.

### Research proposal

It is necessary that you complete your research proposal well before the deadline of your CCSP which must be completed before six months of full-time candidature. This should be emailed to the panel members before their final meeting. The panel meeting can be immediately following your seminar, or scheduled at a subsequent time.

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 mandatory Gantt Chart are available on the AGC website.

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 recommend format:

#### > Thesis title

#### > Research project summary

Summarise the aims, significance 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 that 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

## Seminar and panel review

The Adelaide Medical School requires completion of a six month seminar and panel review. This review ensures 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.

You will need to present a seminar outlining the background and rationale of the proposed project, the details and timeline of the proposed experiments and any results obtained. This seminar is open to all interested parties and will be attended by a Panel consisting of your supervisors, the postgraduate coordinator ([adelaide.edu.au/graduatecentre/staff/postgraduate-coordinators/pgc-list/](http://adelaide.edu.au/graduatecentre/staff/postgraduate-coordinators/pgc-list/)) and an independent researcher/academic with relevant knowledge and expertise. This seminar can 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 (in consultation with the supervisor) to organise this seminar and ensure the relevant people are invited. A copy of your research proposal is required to be emailed to the relevant postgraduate coordinator and other members of the Panel before the seminar and Panel review.

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" form will be signed by the relevant members of the Panel. Please ensure all required documents of the Graduate Centre are completed before submission to the Adelaide Graduate Centre (see [adelaide.edu.au/graduatecentre/forms/milestones/core-component-structured-program/](http://adelaide.edu.au/graduatecentre/forms/milestones/core-component-structured-program/)), 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, if relevant, with the completed "Transfer from a PhD to a Masters Application". Students requiring assistance with the CCSP and Major Component paperwork (including obtaining Head of School Signature) should contact the faculty office of Research Development and Research Education on [fhsresed@adelaide.edu.au](mailto:fhsresed@adelaide.edu.au) or (08) 8313 9996.

## Major review of progress at 12 months

For details of their process and forms see the Graduate Centre website: [adelaide.edu.au/graduatecentre/forms/milestones](http://adelaide.edu.au/graduatecentre/forms/milestones)

**The Adelaide Medical School requires that you and your supervisor organise a Panel meeting of supervisors and an independent researcher to be chaired by a Postgraduate Coordinator.**

The Panel of PGC, supervisors and independent researcher will consider and discuss both your progress report and that of your principal supervisor, make appropriate recommendations, and complete the Adelaide Graduate Centre Major Review of Progress form.

Your comprehensive literature review should be completed and emailed to the members of the Panel before their meeting. This literature review will form the basis for your thesis introduction and therefore it is useful to ensure this is continuing to be current and relevant during your candidature. It is also useful to update your research proposal and include it with the literature review.

The literature review will be a comprehensive and referenced discussion of the literature that forms the basis of your research project. Discussion and review of the document with your supervisor will be necessary to define the scope of the review. An exhaustive compendium of information without critical and contextual assessment should be avoided. If appropriate this document can form the basis of a publication.

## Annual review of progress at years 2 and 3

This is a requirement by the Graduate Centre for second year and subsequent years and the deadline is usually 31 October of each year of candidature. The Annual reviews will be completed via an online form from the Graduate Centre who will contact you by email. Note: failure to submit an annual review (even if on leave-of-absence) can result in termination of candidature.

**YEAR 2:** You will need to meet with your postgraduate coordinator before they complete certification of your Annual Review of Progress. These meetings may in some cases be organised by the School.

**YEAR 3:** The Adelaide Medical School requires that you and your supervisor organise a panel meeting of supervisors, to be chaired by a postgraduate coordinator. This panel will consider and discuss both your progress report and that of your principal supervisor, with particular emphasis on establishing a realistic timeline for completion and the format of the thesis.



## Career and research skills training (CaRST)

The CaRST program ([adelaide.edu.au/carst](http://adelaide.edu.au/carst)) has been designed to deliver 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 over the course of your candidature. These hours must be distributed (not necessarily evenly) between four different skill areas. These hours may be from CaRST accredited seminars or workshops or informal and developmental opportunities (see [adelaide.edu.au/carst/about/structure-requirements/table-hours-earned/](http://adelaide.edu.au/carst/about/structure-requirements/table-hours-earned/)). Note that online documentation for CaRST accreditation can be submitted retrospectively as not all training in specialist areas will be listed.

The Adelaide Medical School views regular attendance at seminars as an essential part of your academic development. They provide the opportunity to expand your knowledge and be informed regarding new developments and techniques. In addition they provide opportunities to meet other researchers and students. Seminar programs can contribute to your required CaRST hours.

Your supervisors, in response to the specific professional or academic needs identified in the candidate's background, may arrange for you to attend specific courses or lectures. In response to your specific needs 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.

## Extension of PhD submission and other deadlines

The expected time for completion and submission of a full-time Masters thesis is two years and three years for a PhD thesis. It is strongly encouraged that candidates plan to finish within this time-frame. In case of a PhD, extension of your scholarship and candidature for up to a further six months is possible. Typically this extension requires justification from 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 Graduate Centre 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 postgraduate coordinator to investigate an extension. It is essential that the Graduate Centre be informed.

## The Thesis

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 Postgraduate Handbook ([adelaide.edu.au/graduatecentre/handbook](http://adelaide.edu.au/graduatecentre/handbook)) for details regarding thesis presentation and processes involved in submitting your thesis. Candidates need to discuss with your supervisor (and if required postgraduate coordinator) 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 Graduate Centre 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 Adelaide Medical School 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. Note that 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, form a cohesive research narrative. Details of the publication format are in the Postgraduate 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 postgraduate coordinator (see list at end of this document).



## Resources and help for HDR students in the Adelaide Medical School

### Health Sciences Postgraduate Association (HeSPA)

The Health Sciences Postgraduate Association (HeSPA) is a student body for all postgraduate students – coursework and research – within the Faculty of Health and Medical Sciences. 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. See [health.adelaide.edu.au/current-students/hespa](http://health.adelaide.edu.au/current-students/hespa) for further details and 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 Faculty of Health and Medical Sciences travel grants 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 Florey International Postgraduate Research Conference at the National Wine Centre is an annual 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 you if there are any opportunities that relate to your research project. See [adelaide.edu.au/global-learning/](http://adelaide.edu.au/global-learning/) for additional information.

### Health, safety and wellbeing contacts

If you have any concerns or need further information regarding health, safety and wellbeing issues the primary contact for the Adelaide Medical School is Betty Reinboth who can be contacted by phone or email ([betty.reinboth@adelaide.edu.au](mailto:betty.reinboth@adelaide.edu.au) or [fhs\\_hsw@adelaide.edu.au](mailto:fhs_hsw@adelaide.edu.au)).

Alternatively you may wish to discuss issues with the HDR student HSW representative Stephanie Plummer on (08) 8313 6216 or at: [stephanie.plummer@adelaide.edu.au](mailto:stephanie.plummer@adelaide.edu.au). The HDR student HSW representative will also have a practical understanding of the health and safety problems that students experience and can contribute suggestions towards resolving the issues and can also assist in raising health, safety and welfare issues.

### Personal medical and health issues

University Health ([adelaide.edu.au/student/health](http://adelaide.edu.au/student/health)) 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. University Health is located on the ground floor of the Horace Lamb building (opposite counselling) at the North Terrace campus.

There is a free and confidential Counselling Service available to HDRs seeking to address issues that may be affecting their study and life ([adelaide.edu.au/counselling\\_centre](http://adelaide.edu.au/counselling_centre)). The professional counselling team is available to help you explore options to resolve these difficulties.

### 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 the issues with your postgraduate coordinator.

### International students

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 ([international.adelaide.edu.au/support/isc/](http://international.adelaide.edu.au/support/isc/)) provides a range of services including a peer mentor program and social activities for international students.

## Statistical support

HDR candidates have access to statistical support provided by statisticians in Public Health, see [health.adelaide.edu.au/research/statistical-support](http://health.adelaide.edu.au/research/statistical-support) for details and access. HDRs have free access to download various software for your research, for example Endnote for referencing, and the Prism statistics and graphics software, see details at [adelaide.edu.au/its/software](http://adelaide.edu.au/its/software)

## Useful contacts

### Postgraduate coordinators

[adelaide.edu.au/graduatecentre/staff/postgraduate-coordinators/pgc-list/#health](http://adelaide.edu.au/graduatecentre/staff/postgraduate-coordinators/pgc-list/#health)

### Adelaide Graduate Centre

[adelaide.edu.au/graduatecentre/](http://adelaide.edu.au/graduatecentre/)

email: [graduate.centre@adelaide.edu.au](mailto:graduate.centre@adelaide.edu.au)

### Faculty of Health and Medical Sciences

#### Student information:

[health.adelaide.edu.au/current-students/](http://health.adelaide.edu.au/current-students/)

#### Health Safety and Wellbeing:

[health.adelaide.edu.au/hsw/](http://health.adelaide.edu.au/hsw/)

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

#### Office of Research Development and Research Education:

[health.adelaide.edu.au/intranet/research/](http://health.adelaide.edu.au/intranet/research/)

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

### Heads of School

[adelaide.edu.au/hr/docs/exec-dean-head-of-school-list.pdf](http://adelaide.edu.au/hr/docs/exec-dean-head-of-school-list.pdf)

### School and Institute homepages

#### Adelaide Medical School:

[health.adelaide.edu.au/medicine/](http://health.adelaide.edu.au/medicine/)

#### Robinson Research Institute:

[adelaide.edu.au/robinson-research-institute](http://adelaide.edu.au/robinson-research-institute)

## For further enquiries

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**Telephone:** +61 8 8313 0273

**Email:** [askhealthsc@adelaide.edu.au](mailto:askhealthsc@adelaide.edu.au)



[health.adelaide.edu.au](http://health.adelaide.edu.au)



[facebook.com/uoa.health](https://facebook.com/uoa.health)



[twitter.com/uniofadelaid](https://twitter.com/uniofadelaid)



[snapchat.com/add/uniofadelaid](https://snapchat.com/add/uniofadelaid)



[instagram.com/uniofadelaid](https://instagram.com/uniofadelaid)

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