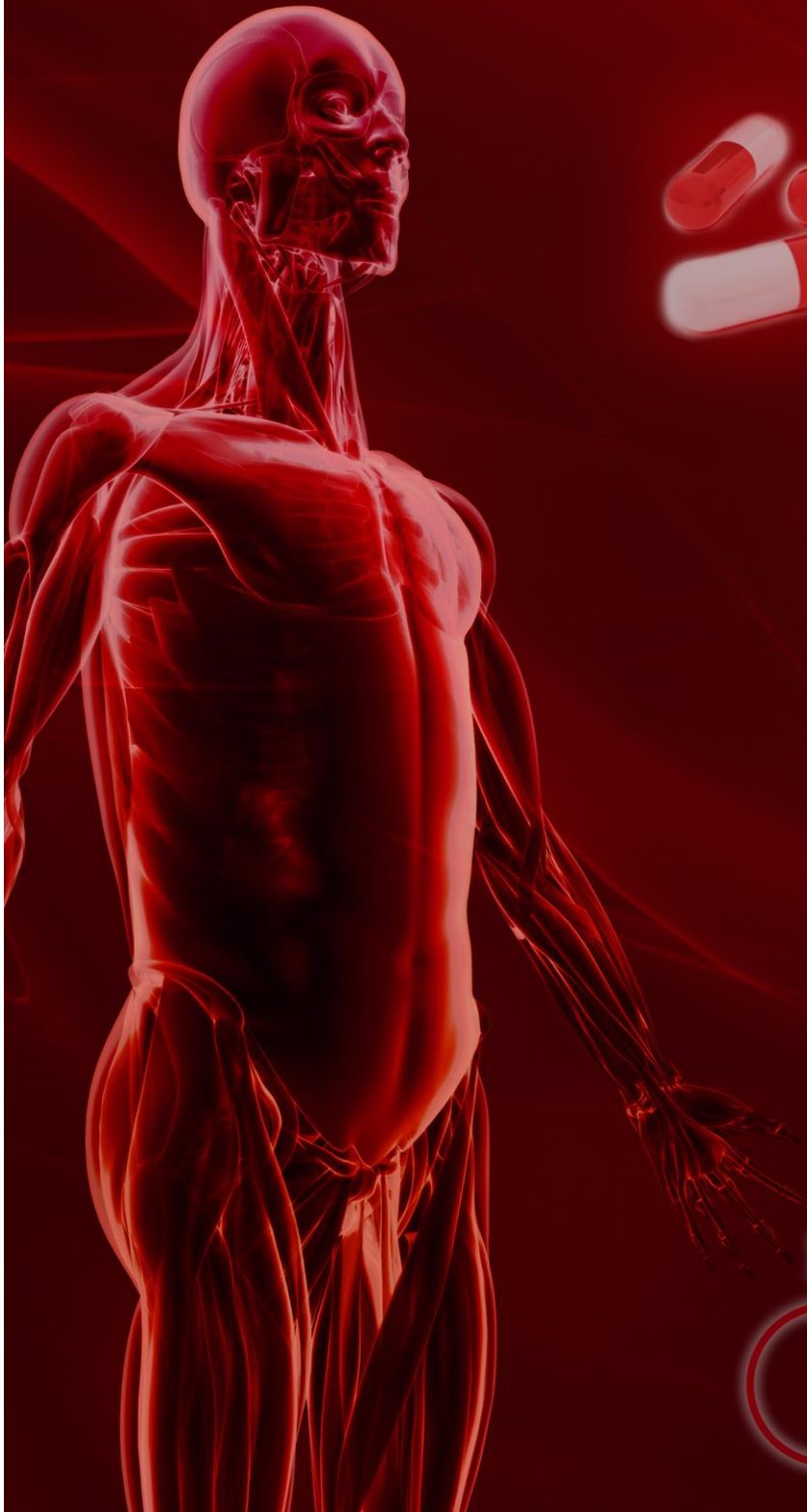


Faculty of Health Sciences

School of Medical Sciences

HDR Information Handbook



Contents

Important People in the School of Medical Sciences	3
General HDR related enquires	5
Enrolment Information	5
School of Medical Sciences General Information	8
Domestic & International Travel Procedures	11
Steps to Book Domestic & International Travel	11
Travel Scholarships Available to PhD Students	13
Referencing	15
Milestones	17
Information for Students in their First Year of Candidature	17
Local and Online Inductions (0-6 month)	17
School of Medical Sciences Orientation	17
Core Component of The Structured Program (6 months) (CCSP)	18
Research Seminar	22
Review of the Literature	22
School of Medical Sciences Seminar Series	23
Major Review of Candidature 12 months	24
School of Medical Sciences Structure Program Requirements & Deadlines	27
School of Medical Sciences Workshops for Postgraduate Students in the Structured Program	30
Information for Students in their Second, Third & Fourth Year of Candidature	32
Annual Review of Progress	32
Renewing your Student ID card	37
Meeting with your Supervisory Panel & Postgraduate Coordinator	37
Scholarship Extension Application	38
Candidature Extension Application	38
The End is in Sight!	39
THESIS	39
Back Up Everything!	39
Formatting	39
Graphics, Graphs and Photos	39
Appointment of Examiners	44
The Exit Survey	45
Thesis Allowance	50
Graduation Information	52
Some Useful Links	61

Important People in the School of Medical Sciences

Postgraduate Coordinators



School Postgraduate Coordinator

Dr Tania Crotti

tania.crotti@adelaide.edu.au



Acting HDR Committee Chair, Semester 1 2015

Dr Eleanor Peirce

eleanor.peirce@adelaide.edu.au



HDR Committee Chair, from July 2015

Dr Scott Smid

scott.smid@adelaide.edu.au



Anatomy and Pathology Postgraduate Coordinator

Dr Frances Corrigan

frances.corrigan@adelaide.edu.au



Pharmacology Postgraduate Coordinator

Dr Femke Buisman-Pijlman

femke.buisman-pijlman@adelaide.edu.au



Physiology Postgraduate Coordinator

Dr Elizabeth Beckett

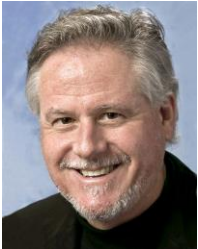
elizabeth.beckett@adelaide.edu.au

Student Representative

School of Medical Sciences (representative on School HDR Committee)

Hannah Wardill

hannah.wardill@adelaide.edu.au



Acting Head of School

Professor David Haynes

david.haynes@adelaide.edu.au

Please communicate with Kathryn Nehme, EA to the Acting Head

kathryn.nehme@adelaide.edu.au

831 34533



Heads of Discipline

Anatomy and Pathology

Dr Ian Johnson (Acting)

ian.johnson@adelaide.edu.au



Pharmacology

Dr Abdallah Salem

abdallah.salem@adelaide.edu.au



Physiology

Dr David Saint

david.saint@adelaide.edu.au



Admin Staff

General HDR related enquires

Ryan Rosner

ryan.rosner@adelaide.edu.au

831 35571



Brooke Pearce

Brooke.pearce@adelaide.edu.au;

831 34732



Finance and Travel Related enquires

Andrea Spedding

andrea.spedding@adelaide.edu.au

831 31066



IT, Equipment, general facilities enquires

Martin Hutchens

martin.hutchens@adelaide.edu.au



OH&S

Betty Reinboth

betty.reinboth@adelaide.edu.au

831 35384

Enrolment Information

Both domestic and international prospective higher degree by research students apply for admission and scholarships online.

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

Applicants who have been made an offer of a place in a higher degree by research program at the University of Adelaide will be forwarded a personalised enrolment form, with instructions on how to complete it, by the Adelaide Graduate Centre.

Please ensure that ALL the required information on the enrolment form is completed. Instructions to complete form:

<http://www.adelaide.edu.au/graduatecentre/forms/enrolment/docs/enrolment-instructions.pdf>

Please read this to ensure form is filled out correctly.

IMPORTANT: The section entitled 'This section to be completed by the school/discipline' should be completed with the School Postgraduate coordinator or Chair of HDR Committee. The form can then be signed by the School PCG, if unavailable Head of School to sign. The form should then be returned to the Adelaide Graduate Centre prior to the date nominated as the commencement date of candidature.

Intellectual Property

IP may be created by higher degree by research students as a result of the research projects they undertake.

Students own IP created in the course of their studies, except when they participate in a project that:

1. builds upon pre-existing University IP; or
2. is being carried out for, or in conjunction with, an external third party (e.g. a Co-operative Research Centre, a company, etc.), whether under a separate formal agreement or not.

To the extent that either of those conditions applies the student is required to assign to the University all of his or her present and future interest in relevant IP in accordance with and subject to the terms of the University's Intellectual Property Policy.

This assignment takes place by signing a Student Project Participation Agreement (SPPA). It is important to remember that in most cases, if you choose not to sign an SPPA where one is required; your research proposal may not be approved. Signing an SPPA ensures that you will share in any benefits arising from the research in the same way as a University staff member. It also means that the expertise within the organisation can be used to protect and service your interests; because of conflict of interest issues, the University is unable to act directly on your behalf until the SPPA has been signed.

This form should be returned to the Graduate Centre along with your enrolment form. More information:
<https://www.adelaide.edu.au/graduatecentre/handbook/06-conduct-research/04-intellectual-property/>

SPPA FORM: <https://www.adelaide.edu.au/graduatecentre/handbook/06-conduct-research/04-intellectual-property/>

Please ensure you use the current version of the form available from the Graduate Centre website.



**STUDENT PROJECT PARTICIPATION AGREEMENT
FOR POSTGRADUATE RESEARCH STUDENTS**

THIS AGREEMENT made the _____ day of _____ 20____
(date) (Month) (Year)

BETWEEN:

THE UNIVERSITY OF ADELAIDE, a body corporate established pursuant to The University of Adelaide Act 1971 ("the University")

AND:

.....of.....
(Name of Student) (Address of Student)

(hereinafter called "the Student")

BACKGROUND:

- A. The University, in its Faculty/Department/School/Discipline of
conducts studies, research and development in the area of
and the supervisor/s have agreed to supervise a student to undertake a project entitled.....
.....
("the Project").
- B. The Student, is a student enrolled in the University and desires to participate in the Project.
- C. The Student and the University acknowledge that the Project comprises work that has potential commercial value to the University, contributes to the development of existing University Intellectual Property or is the subject of obligations to a Third Party Sponsor under a separate agreement.

IN CONSIDERATION of the covenants which are contained in this Agreement, the University and the Student agree as follows:

- 1. In this Agreement, the term "Intellectual Property" includes:
 - (a) patentable and non-patentable inventions;
 - (b) designs;

School of Medical Sciences General Information

- It is expected that you will keep track of all your deadlines and organise relevant meetings well in advance. It is your responsibility if you miss a deadline.
- All paperwork (CCSP, Major review, annual review) needs to be scanned and a copy sent to medical.sciences@adelaide.edu.au for local record keeping of your progress and also submitted to the Graduate Centre.
- Make sure you have regular meetings with all your supervisors, some, non-principal supervisors, may actually be more like silent advisers. You should still meet with them, just not as often. Make sure you discuss your progress regularly. It is strongly encouraged that you take notes in your lab book and minute these meetings.
- You have a pigeon-hole (in the tea room), a desk (where they put you on the day), access to a computer, a library copy card with money on it (see Martin Hutchens), and access to photocopying (PIN Number from Martin Hutchens).
- Don't wait until you get "the letter" to complete your structured program. (This letter warns you in no uncertain terms that your candidature will be terminated if you don't get a move on, and they mean it!)
- You are entitled to 4 weeks of holidays and 10 sick days per year. If you need more time consult with your supervisor and then your postgraduate coordinator. Other entitlements are available on the graduate studies website. Don't be afraid to take your holidays.
- A Leave of Absence application is required when you wish to take time-off from study for personal reasons in excess of or in addition to your 4 week annual leave entitlement. Students may apply for an accumulated maximum of 12 months of Leave of Absence within their candidature. It is important that you complete a leave of absence form so you're your candidature clock does not keep ticking!
<http://www.adelaide.edu.au/graduatecentre/forms/candidature-management>
- You will need to be inducted into the School by the Occupational Health and Safety Representative (Betty Reinboth betty.reinboth@adelaide.edu.au) prior to commencing.
- Occupational Mental Health and Safety is very important – The University Counselling Service is free and confidential and is available to all enrolled students seeking to address issues that may be affecting their study and life. http://www.adelaide.edu.au/counselling_centre/

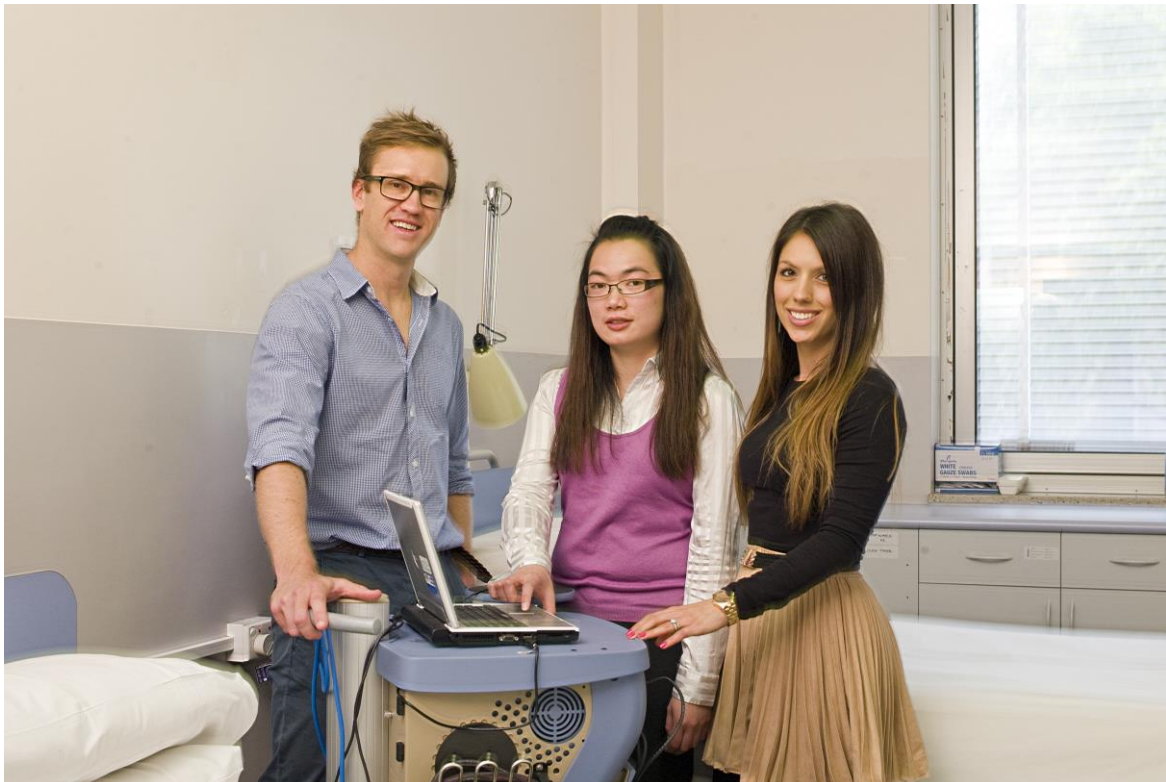
- Candidature management forms – e.g. changed to candidature can be found <http://www.adelaide.edu.au/graduatecentre/forms/candidature-management/>
- You may need to be immunised as part of your research (animal or cadaver handling), see Betty as to which ones you may need.
- Seminars are compulsory for students, Mondays at 1pm (you'll get an e-mail invite from the Medical Sciences Research email address). Some guest speakers seminars 'Medical Sciences Distinguished Speakers Series' will be held on Fridays – usually only 1 per month. Seminar details can be found on the website <http://health.adelaide.edu.au/medical-sciences/research/seminars/>
- Ethics is partly your responsibility. If an application has not been submitted at the time of your enrolment or your project takes a new direction, you may be asked to write a draft ethics approval that your supervisor reads/adds to/ throws away/writes again and then submits. The guidelines and the online application form are available on the Research Branch website. <http://www.adelaide.edu.au/ethics/>
- Set deadlines for yourself and plan ahead (e.g. the data you need for certain papers or chapters)
- Be realistic about your work and what you are aiming to achieve.
- Set yourself regular working hours.
- Ask for help when you need it, supervisors, talk to fellow students.
- The Health Sciences Postgraduate Association (HeSPA) is a student body for all postgraduate students in the Faculty of Health Sciences. This association provides an opportunity for social interaction and support from other postgraduate students. <http://health.adelaide.edu.au/current-students/hespa/>
- A copy of the Hugh Kearns iThink well books are available for every PhD student. You will most likely be given these at your induction. If you have missed out on getting a copy please see the School PGC.



Being a research student – tips from the Graduate Centre

On balance, most students find research to be a rewarding experience, but for those times when you're feeling overawed by it all, the top five strategies for survival are to:

- Seek the support of others, be they friends, family, other research students in your School, your supervisor(s) or a University counsellor. The more people that you can talk to the better.
- Develop self-management techniques that work for you.
- Learn and understand the research process and what to expect at each stage of your candidature.
- Engage with the research culture of your School and the University.
- Have a life outside of research! Make time for yourself, your friends and family and the activities that you enjoy.
- You also need a supervisor who understands your needs and is able to support and develop them. Don't be afraid to tell your supervisor if you are struggling; he or she was a research student once and will remember the challenges of their own candidature.



PhD Students James Swift, Hellie Kwok and Nicole Sardelis from Pharmacology.

Domestic & International Travel Procedures




The University requires anyone travelling in the course of official University activities or on its behalf, to seek and be granted approval to travel before undertaking that travel. This includes PhD students!

Steps to Book Domestic & International Travel

1. Complete a Notification to Travel Form - this is a School based form that must be completed.

http://www.hss.adelaide.edu.au/humanities/forms/Notification_to_Travel_Form_V2_1_.pdf

DIVISION OF SERVICES AND RESOURCES
FINANCIAL SERVICES



 THE UNIVERSITY
 of ADELAIDE

NOTIFICATION TO TRAVEL FORM (FOR VISITORS AND NON-CARDHOLDERS ONLY)

Version 1.2
(c) 2006

Purpose of Form
This form is to be used if you are a visitor to the University or you are not a University Corporate Credit Card holder and you need to undertake travel on University business. This will enable your Travel Arranger to accurately book travel on your behalf.

TRAVELLERS DETAILS (* denotes mandatory fields - form will not be processed if ALL mandatory fields are not completed)

Travellers Name *				Employee ID/Student ID No.*	
Faculty / Division *	▼				
School / Branch					
Email Address *				Contact Phone *	
Traveller Type *	<input type="checkbox"/> Staff Member <input type="checkbox"/> Student <input type="checkbox"/> Other (please specify)				
Name on Passport				Passport Number	
Passport Country				Passport Expiry	

TRAVEL DETAILS

Travel Classification

Conference Field Trip Research
 Special Studies Leave Visitor / Non Staff Travel Other

Purpose of Travel *

Destination/s *

Departure Date *

Departure Time (approx)

Return Date *

Return Time (approx)

*** Please Note : In support of your Travel Request, please attach any supporting documentation e.g. conference registration, invitation etc. ***

FLIGHTS (if insufficient space, please attach further details)

Date	Travelling From	Date	Travelling From	Fare Class

ACCOMMODATION (if insufficient space, please attach further details)

Hotel Name	City	Date In	Date Out

RENTAL CAR (if insufficient space, please attach further details)

Company Name	Type of Car
Pick Up Location	Pick Up Time
Drop Off Location	Drop Off Time

The current official version of this form is maintained on the Financial Services website. If this form has been downloaded or printed, it may not be the current official version. Page 1 of 2

2. Please ensure that you include all items that you will need to be reimbursed for ie taxis, poster printing, conference registration etc. You cannot be reimbursed for anything that you do not have approval for.
3. Ensure you and your principal supervisor have both signed the Notification to Travel form.
4. Submit the form to Andrea Spedding for processing. (Level 4 Medical Sciences Office) andrea.spedding@adelaide.edu.au


5. Travel will be approved by the Head of School or the Executive Dean.
6. Once approval has been granted; flights, accommodation and registrations can be organised by the finance team on your behalf.

Graduate Centre – Application for Study Leave Form

A Study Leave application is required if you wish to undertake research related activities such as fieldwork, conference attendance or working with collaborators away from the University for a period(s) of time not normally exceeding 12 months in total.

Students should apply for Study Leave at least 10 working days in advance; 15 working days in advance is required for international students.

Return the completed form to the
Adelaide Graduate Centre
Level 6, 115 Grenfell Street
SA 5005



**THE UNIVERSITY
of ADELAIDE**

Application for Study Leave

In compliance with the RTS guidelines, it is not possible to make retrospective changes to candidature details across the reporting dates of 30 June and 31 December.

Guidelines

1. Study Leave

A Study Leave application is required if you wish to undertake research related activities such as fieldwork, conference attendance or working with collaborators away from the University for a period(s) of time not normally exceeding 12 months in total.

It is important to note that:

All Students

- a) Before applying for Study Leave, you must normally have completed the Core Component of the Structured Program and have the support of your School for the proposed study activities. If you have not completed the CCSP, your application must contain a supporting statement from your Head of School or Discipline and Principal Supervisor. Study Leave applications from students who have not completed the CCSP will be forwarded to the relevant Faculty Higher Degrees Committee for consideration.
- b) Students should apply for Study Leave at least 10 working days in advance; 15 working days in advance is required for international students;
- c) For periods of Study Leave of one week or less, a Study Leave application is not normally required; however it is the responsibility of the School/Discipline to maintain accurate records of the date(s), purposes(s) and destination(s) of such periods in the local area for insurance purposes.
- d) Submission of a Study Leave application does not constitute approval, the Graduate Centre will notify you of the outcome of your application;
- e) Period(s) of approved Study Leave will not extend your candidature/scholarship expiry date(s) and milestone due dates;
- f) Scholarship holders will continue to receive payment during any period(s) of approved Study Leave;
- g) To extend your Study Leave, you must apply for an extension at least one week prior to your originally approved date of return;
- h) During any periods of Study Leave, you must ensure that your contact details are kept up to date in Access Adelaide and that you continue to read email sent to your University email address.
- i) If you will be travelling overseas or interstate, please supply your location & phone contact details.
- j) If you wish to take Leave of Absence prior to or following a period of Study Leave, you must lodge a Study Leave and a Leave of Absence application.

Updated 26 July 2013 Page 1 of 5

On return from travel, any out of pocket expenses can be claimed. Travel and non-travel related Expenses Claims. For all expenses, obtain a tax invoice receipt for each transaction, as evidence of your expenses. Any reasonable 'out of pocket' expenses can be requested to be reimbursed.

Complete a School Reimbursement claim form (below) and return to the School Finance Office along with all your original receipts. Please note you can only be reimbursed for items that you have been approved for.

**THE UNIVERSITY OF ADELAIDE
SCHOOL OF MEDICAL SCIENCES
CLAIM FOR TRAVEL AND OTHER EXPENSES**

SURNAME:..... GIVEN NAMES:.....
 STAFF/STUDENT NUMBER:.....
 PROJECT CODE:.....

NON TRAVEL EXPENSES (Please provide details) \$.....
 Attach **ORIGINAL** receipts.

TRAVEL EXPENSES

DESTINATION:
 REASON FOR TRAVEL:
 DEPART:..... AM/PM ON RETURN:..... AM/PM ON
 COMMENCED OFFICIAL BUSINESS:..... AM/PM ON
 FINISHED OFFICIAL BUSINESS:..... AM/PM ON

ACCOMMODATION / MEALS WITHIN AUSTRALIA (2781)
 NUMBER OF NIGHTS: HOTEL / MOTEL / CABIN:..... \$.....
 Attach **ORIGINAL** receipts. Add list if considered necessary to support claim.

ACCOMMODATION / MEALS OVERSEAS (2782)
 NUMBER OF NIGHTS: HOTEL / MOTEL / CABIN:..... \$.....
 Attach **ORIGINAL** receipts. Add list if considered necessary to support claim.

INCIDENTAL ALLOWANCE (2841)
 NUMBER OF NIGHTS:..... \$.....
To claim the Incidental Allowance you must have prior approval.

REIMBURSEMENT FOR USE OF OWN CAR (2792)
 TYPE OF CAR:..... ENGINE CAPACITY:..... cc
 KILOMETRES AT CENTS PER KILOMETRE \$.....
A log book must be produced to support this claim.

FIELD TRIP EXPENSES (2791). Attach **ORIGINAL** receipts.
 BUS/RAIL FARES, FUEL, EQUIPMENT, PHONE CALLS \$.....

AIRFARES - DOMESTIC (2783) INTERNATIONAL (2784). Attach **ORIGINAL** receipts. \$.....

TAXI, VEHICLE HIRE, PARKING EXPENSES (2785). Attach **ORIGINAL** receipts. \$.....

CONFERENCE REGISTRATION FEES (2567) Attach **ORIGINAL** receipts. \$.....

DECLARATION: I certify that all expenses for which payment is claimed as above were actually and necessarily incurred in the performance of my duties. TOTAL EXPENSES \$.....
 AMOUNT CLAIMED/REFUNDED \$.....

CLAIMANT:..... DATE:.....

GST Amount
 \$.....

Claim forms can be found: https://health.adelaide.edu.au/medical-sciences/downloads/finance_forms/reimbursement_claim_form.pdf or hard copies are available from Andrea Spedding.

A travel diary needs to be submitted for all international travel or for domestic travel longer than 5 days.

Travel Scholarships Available to PhD Students

The University offers many scholarships to PhD students to present their findings at national or international conferences or to visit an institution. For detailed information about these scholarships please visit:

<http://www.adelaide.edu.au/graduatecentre/scholarships/postgrad/pgtravel/>

SCHOOL OF MEDICAL SCIENCES TRAVEL AWARDS

The School of Medical Sciences Postgraduate Travel Award is a competitive scheme intended to provide financial support for eligible HDR (PhD or Masters Research) students in order to further their research career by attending national and international conferences and presenting work undertaken as a part of their HDR research.

Up to \$2,500 is available toward the costs of international travel and **up to \$1,000** (and in exceptional circumstances up to \$1,500) for national travel. Please note that any amount awarded may be less than the amount requested. This depends on the annual travel budget allocated to the HDR Committee to disburse, the number of applications in any given round and amount of nature of travel costs attached to each application.

HDR students are eligible to receive a maximum of one award for international travel and one award for national conference travel over the course of their candidature (maximum 3.5 years for PhD student). Please note that this is a competitive process; applications that are judged to be non-competitive by way of minimal address to eligibility criteria, or that do not comply with the administrative requirements will not be supported, while applications that are deemed to fulfil a greater number of the eligibility criteria may receive more financial support for both national and international awards.

Eligibility:

1. be enrolled in a higher degree by research at PhD or Masters level in the School of Medical Sciences and within 3.5 years of candidature (or its part-time equivalent)
2. be presenting their own work (undertaken during their HDR studies) at an international or national conference
3. have an abstract accepted to present at the conference (NB: The conference)
4. abstract must clearly indicate the affiliation with The School of Medical Sciences, The University of Adelaide).
5. A copy of the submitted abstract must be included with the application. ***If the abstract is not accepted at the time of application, evidence of acceptance needs to be provided before any travel or payment will be approved.***
6. have written support from their supervisor(s)

http://health.adelaide.edu.au/medical-sciences/downloads/SMS_Travel_Award_Guidelines.pdf

Applications will be reviewed by the School HDR and Honours Committee. An email will be sent out to advise of the deadline for Expressions of Interest for travel.

ITS

TRAINING: <http://www.adelaide.edu.au/its/training/>

Information Technology Services provides support for a wide range of IT services for computers, online education, network connections and application systems. It is particularly useful for PhD students to complete some of the online courses, especially in Microsoft Word prior to the start of thesis writing. While you may feel very confident using word, there are many hints and tips that will make writing your thesis, and particularly formatting your thesis, much easier. Courses are available face-to-face or online. We recommend completing the online version as you can do it in your own time and select to complete only the modules relevant to you.

ITS HelpDesk Phone: 33000

ITS Help desk is the primary source of assistance for hardware, software and printing problems. You have three options for contacting the ITS Help desk.

- **Contact the ITS Helpdesk by phone on Extension 33000:** Useful if the issue is affecting your ability to carry out your job. Some examples are: you cannot print to a networked printer or a printer connected directly to your computer or you cannot login to any machine.
- **Report your problem by e-mail:** Useful if the issue is a nuisance, but not critical and does not need to be fixed immediately.
- **Visit the University IT home page:** Useful for finding tips and tricks, contact details, 'how to' guides, etc.

Helpful guidelines:

Redirect emails to another email address in OWA

<http://www.adelaide.edu.au/technology/selfhelp/>

Migrating student Gmail to a personal email account

<http://www.adelaide.edu.au/its/help/diy/studentemailmigration.html>

Referencing

- Learn to use EndNote. EndNote is software for storing and managing bibliographic references. You can create your own EndNote library and add references or import them from databases, sort and search them. EndNote works with Microsoft Word to create citations and bibliographies in a citation style of your choice.
- EndNote software is free for University of Adelaide students and staff
<http://www.adelaide.edu.au/library/guide/gen/bibsoft/train-man.html>
- EndNote training is available online through the University Library

<http://www.adelaide.edu.au/library/guide/gen/bibsoft/> and is also provided by the School as part of your postgraduate induction

Statistics

- The Maths Learning Centre is FREE for all students. They can help you with your statistics (deciding which ones to use and how to use them).
- Faculty Statistics Support: Postgraduate students will be provided with a limited number of hours of consulting services 'free of charge'. However, where extensive services are required, it may be necessary to charge the student's supervisors at a 'cost-recovery' rate. Supervisors should clarify with the statistical services the extent of assistance that should be offered to their student.
- The services are provided by Thomas Sullivan (thomas.sullivan@adelaide.edu.au), Stuart Howell (stuart.howell@adelaide.edu.au) and Suzanne Edwards (suzanne.edwards@adelaide.edu.au). Please make an appointment to see them.
- Students at The Queen Elizabeth Hospital should contact Stuart Howell (stuart.howell@adelaide.edu.au) for statistical support.

GraphPad Prism. <http://webprd.adelaide.edu.au/its/software/prism/>

The University has a License for GraphPad Prism which is renewed annually. GraphPad Prism software may be installed on computers owned/leased by the University, as well as on the personally owned computers of authorised users. Please submit request to ITS for access <http://webprd.adelaide.edu.au/its/software/prism/prismdownload.html>



PhD student Arshad working in the Extracellular Matrix Laboratory (Anatomy and Pathology).

TIMELINE



Milestones

Candidature milestones, hereafter referred to as 'milestones', are specific points during your degree program at which you will be required to complete a task. Through the process of completing the various milestones, you, your School and the University will be able to monitor your progress and ensure that your research is proceeding at a rate that will enable you to complete your research program within the time allocated for the degree.

Information for Students in their First Year of Candidature

Local and Online Inductions (0-6 month)

Your induction into the research program consists of two related but separate components.

- Local Area Orientation (Medical Sciences) (you will be advised about the date of this).
- The Adelaide Graduate Centre Online Induction (<http://www.adelaide.edu.au/graduatecentre/forms/milestones/induction/>)

You must complete the Graduate Centre online induction within one month of commencing your research degree. Completion is a compulsory requirement of your candidature and is a prerequisite for the completion of the core component of the structured program.

The first introduces you to your local area environment and procedures. The latter provides detailed information about your time as a Research Student at the University of Adelaide.

It is important that you look closely at the School of Medical Sciences Postgraduate website: <http://health.adelaide.edu.au/medical-sciences/current-students/postgraduate/> This website include many useful details relating to key milestones which you should refer to.

School of Medical Sciences Orientation

An orientation session with information specific for new postgraduate students in the School of Medical Sciences will be conducted by the postgraduate coordinator(s) and postgraduate student representative(s) annually (date will be advised). All new students are expected to attend the orientation session. As part

of the School of Medical Sciences Induction you are required to complete OH&S training. Please contact Betty Reinboth (ext 35194) for details of the next session.

Core Component of The Structured Program (6 months) (CCSP)

The Core Component of the Structured Program (CCSP) is the first major progress milestone you will complete following candidature commencement. The primary purpose of the CCSP is to ensure that you have formulated a research proposal that is both academically rigorous and of a scope which is appropriate for completion within the timeframe of your degree. In defining your research proposal, you will address, in partnership with your supervisors, a range of financial, resource, intellectual property, ethical and authorship considerations.

During the first 6 months of their candidature, all PhD students are required to complete the Structured Program. The Structured Program comprises a Core Component (to be completed within a maximum of six months or half time equivalent) and a Development Component comprising skills training and professional which is ongoing into the second year of candidature. This development component will be discussed at the CCSP meeting.

More information:

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

The core component has been designed to help students develop successful research projects. The Adelaide Graduate Centre requires that the Core Component be completed within the first 6 months of candidature and before students are allowed to enrol for their second year of candidature.

To complete the Core Component within The School of Medical Science every student must:

1. Attend the School and University induction sessions (online) for new students.
2. Complete OH&S induction.
3. Obtain the necessary ethics approval for your research and attend the required ethics training courses.
4. Regular attendance at the School of Medical Sciences Seminar series
5. Present an introductory research seminar 4-5 months into candidature.
6. Complete a series of workshops on research skills and professional development either through the School or The Adelaide Graduate Centre
<http://www.adelaide.edu.au/graduatecentre/rep/student/>
7. Submit the Faculty of Health Sciences Research Proposal (using the proforma) (see below). This should be submitted to the CCSP panel at least 2 weeks prior to the CCSP meeting.
8. Meet with the CCSP panel (**see page 22 for panel members**) for the CCSP review – this needs to be completed by 6 months.

International students are required to complete appropriate components of the Integrated Bridging Program (IBP) as part of the Core component of the Structured Program.

The Research Proposal

The research proposal should be a detailed description of the scope and purpose of the research to be undertaken and the methodology to be employed. It should be entirely your work except where there is clear acknowledgement and reference to the work of others. Template can be obtained

<http://www.adelaide.edu.au/graduatecentre/forms/milestones/research-proposal/>

It is imperative that you use the current version of the template from the website.



The University of Adelaide Faculty of Health Sciences

Research Proposal Proforma

Faculty of Health Sciences

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

This proforma aligns with Calendar rules and with guidelines in the Research Student Handbook. It is to be completed as part of the Core component of your Structured Program. Having consulted with your supervisors, please structure your Research Proposal based on the headings provided below. Use a clear and legible font (e.g. Arial Narrow, Times New Roman, or Times) and size 12 font.

1 Project (research topic) title

Provide a short descriptive title of no more than 250 characters.

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. You are urged to avoid the use of jargon and to express your arguments clearly and concisely.

3.1 Introductory background

3.2 Research questions

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

3.3 Aims/Objectives of the project

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

3.4 Significance/Contribution to the discipline

This section will normally justify the project from a review of the literature on the topic.

3.5 Theoretical framework and methods

This section may include a discussion of the sources to be consulted and of ethical considerations.

4 Budget

Completion of the Core Component of the Structured Program – Form

When completing the CCSP form the following items will need to be checked off:

- Completed the Adelaide Graduate Centre Induction Program,
- Completed the Integrated Bridging Program-Research (International doctoral students only)
- Completed and attached the research proposal using the Faculty's research proposal template (<http://www.adelaide.edu.au/graduatecentre/milestones/core-component-structured-program/>)
- Completed the Minimum Resources Proforma,
- Attached the necessary certificate confirming that training in the Australian Code for the responsible conduct of research has been completed,
- Attached evidence of necessary ethics approval(s). ONLY a copy of the letter(s) confirming ethics approval from the relevant ethics committee(s) is required; DO NOT ATTACH COPIES OF ETHICS APPLICATION(S). In the event that ethics is not in place within the first 6 months then enrolment will be conditional upon receipt of ethics by the Major Review.
- Attached the necessary certificate confirming that the Animal Ethics and Welfare training requirements have been completed (where students are using animals in their research),
- Attached the completed Higher Degrees by Research: Safety Management Plan and,
- Agreed to a program of professional development and skills training as part of the Development Component of the Structured Program.



PhD student Ehsan Kheradpezhoh from Physiology.

Return the completed form to the

Adelaide Graduate Centre
Level 6, 115 Grenfell Street
SA 5005



COMPLETION OF THE CORE COMPONENT OF THE STRUCTURED PROGRAM

Division of the Deputy Vice-Chancellor and Vice-President
(Research) - Adelaide Graduate Centre

All Higher Degree by Research students should familiarise themselves with the relevant regulations, schedules, specific Academic Program rules and the Guidelines on Higher Degrees by Research (found in Volume II of the Calendar), as well as the Research Student Handbook:

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



Please do not bind or staple this form or any attachments. Secure papers together with a bulldog clip

A copy of this form and all attachments referred herein may be requested from the Adelaide Graduate Centre or downloaded from the website:

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

The Structured Program of Activities

Each student commencing a research program must complete a Structured Program (SP) of activities. The Structured Program comprises a Core Component (to be completed within a maximum of six months or half time equivalent) and a Development Component comprising skills training and professional development as negotiated with (or deemed advisable by) the supervisor or School. The Development Component extends for the duration of candidature.

Each student commencing a research program must complete a Structured Program (SP) of activities. The Structured Program comprises a Core Component (to be completed within a maximum of six months or half time equivalent) and a Development Component comprising skills training and professional development as negotiated with (or deemed advisable by) the supervisor or School. The Development Component extends for the duration of candidature.

The Core Component

The Core Component of the Program must include at a minimum:

- Participation in a School Induction;
- Completion of the Graduate Centre Induction;
- Completion of the Minimum Resources Pro forma;
- Regular attendance of the School Seminar Program;
- The completion of a research proposal on the relevant Faculty template and (normally) its presentation at a School seminar/workshop. Faculty based research proposal templates are available at:
 - <http://www.adelaide.edu.au/graduatecentre/forms/milestones/core-component-structured-program/>
- Reading the Australian Code for the Responsible Conduct of Research
 - <http://www.adelaide.edu.au/rb/code>
- Completing the required training worksheets
 - <https://sms.gradcentre.adelaide.edu.au/>
- Reading the University's guide to Research Data Management:
 - <http://libguides.adelaide.edu.au/researchdata>

CCSP Meeting: YOU ARE THE ONE who needs to organise this meeting and please do so well in advance. Please come up with prospective times and use a doodle poll to contact panel members. Ensure that you also confirm the final date and time of the meeting by email to all panel members.

Who needs to be there!

Panel will consist of:

1. Student supervisory panel (all members),
2. PGC chair (or chair HDR Committee in PGCs absence),
3. Discipline coordinator (or discipline expert if the discipline coordinator is not expert in your field*).

Prior to meeting: Student to work with supervisor and to send through Research proposal (completed on proforma) to panel prior **(at least 1-2 weeks)** to the meeting date. All of the other CCSP paperwork needs to be prepared and brought along to the meeting.

If paperwork is not received prior to the meeting, your meeting will be cancelled and you will need to reschedule.

*The discipline coordinator will organise a suitable discipline expert if the project is outside of their area of expertise as part of the CCSP requirement.

It is important that early on you discuss with your supervisors your type of thesis format i.e. Thesis by publication vs traditional thesis.

<http://www.adelaide.edu.au/graduatecentre/handbook/07-thesis/>

Research Seminar

Students are required to present a Research Seminar as part of the CCSP requirement. This will occur 4-5 months into candidature as part of the School of Medical Sciences Seminar Series. The seminar will be required to be in a Powerpoint (or similar) format and should be of 20 mins duration with 10 min available for questions. The background to the research topic, hypothesis and aims, methodology and any preliminary results should be included. Please check the seminar program for available timeslots for HDR presentations and discuss your seminar timing with your supervisors. Then contact your discipline coordinator to facilitate scheduling of your seminar.

Review of the Literature

The literature review will usually be a comprehensive analysis of the research area of interest summarizing and critically analysing the relevant literature, identifying key issues and deficiencies in the research field, and establishing an adequate theoretical framework for the research topic. There should be no factual errors or incorrect interpretation of the literature.

Please liaise with your supervisor following CCSP completion to determine the literature review format, length and style. The literature review must be completed by the Major Review of progress. (12 months).

It is a good idea to aim to publish this review paper – please discuss this with your supervisors

School of Medical Sciences Seminar Series

<http://health.adelaide.edu.au/medical-sciences/research/seminars/>

The School of Medical Sciences conducts a seminar series on Mondays at 1pm. Seminars are held in the NUMICO seminar room level 5 Medical School South S512 (venue may change depending on speaker).

The seminar programs is an essential part of your academic development as it provides the opportunity for you to meet other scientists and see them present their research on topics that cover a broad range of subjects. It is important that you are exposed to a broad range of research in areas different to your own in order to balance the very narrow focus of their own PhD research. This helps to expand your knowledge and to be informed about new developments and techniques. **Thus it is compulsory that you attend these seminars.**

Ethics

Use of Animals

If you will be using animals in your research, you are required to **complete** several **compulsory courses on the welfare and use of animals**. These courses are:

1. Animal Ethics Induction
2. Induction Training for Users of Laboratory Animal Services Facilities (you do not need to repeat this training if previously completed as part of a recent Honours program).

Details of the currently available face-to-face and online courses and how to register for them can be found at <http://www.adelaide.edu.au/animalwelfare/user-training/>

Human Research

It is necessary for all persons associated with the University of Adelaide to obtain appropriate ethical clearance before commencing any activity involving human research. **You will need to discuss the requirements for your particular project with your supervisory panel.** Information about Human Research Ethics can be found at <http://www.adelaide.edu.au/ethics/human/> and dates of training courses and how to register are available at <http://www.adelaide.edu.au/ethics/human/training>

Major Review of Candidature 12 months

The major review of progress occurs twelve months or half time equivalent from the commencement of candidature. The purpose of the review is to assess your progress against both the quality and quantity of work required for completion of your degree within the required timeframe (namely, your capacity to achieve thesis submission within three to three and a half years if you are a doctoral candidate, or eighteen months to two years if you are a Masters by Research candidate).

Please note that until completion of the major review all students are enrolled provisionally.

The review will be undertaken by a candidature confirmation review committee (CCRC) chaired by the School PGC. The CCRC panel should preferably be the same personnel as the CCSP panel, i.e:

- all supervisors;
- PGC (or HDR chair if PGC is not available);
- discipline coordinator.

If expertise was provided for the CCSP by someone other than the discipline PGC, the feedback provided by the expert is to be made available at the major review.

The purpose of the review is to:

- Ensure that the scope of your research project is achievable within the required timeframe for the degree;
- Identify, document and resolve any problems or issues that are beyond your control that are likely to affect your ability to complete within the required timeframe of the degree;
- Assess your relationships with your supervisor(s) to determine whether your professional compatibility is sufficient to facilitate completion of the degree within the required timeframe;
- Recommend confirmation of candidature, extension of provisional status, conversion to a Masters enrolment (where applicable) or termination;
- Where an extension of provisional candidature is recommended, set a series of tasks/milestones which enable you by completing them, to demonstrate your competence to finish the program within the required timeframe.
- Undertake a further review of progress following an extension of provisional candidature and recommend confirmation, termination or conversion to a Masters enrolment.

Prior to the CCRC (Major Review) Meeting the student must:

- Schedule a meeting time (use doodle poll to arrange) and notify the CCRC panel of the agreed date and time by email.
- Submit a short progress report (1-2 pages) to all members of the CCRC panel at least one week prior to the scheduled meeting.
- Organise supervisors to write a brief report (1/2-1 page in response to student's report) and send it to the CCRC panel prior to the meeting. If a

supervisor is offsite/remote, then the principal supervisor must have prepared their report in consultation with the offsite/remote supervisor. [This will expedite the meeting process; note that the meeting will be cancelled (and will need to be rescheduled) if student and supervisor reports are not received at least 48 hours prior to the meeting time.]

All other Major Review paperwork (major review proforma, GANTT chart, literature review etc) must be brought along to the meeting.

The completed Major Review proforma must be signed at or after the meeting by the student, supervisors and PGC (on behalf of the HOS).

All paperwork

All paperwork needs to be scanned and a copy sent to medical.sciences@adelaide.edu.au for local record keeping of your progress. Then submitted to the Graduate Centre.

To fulfil the requirements of the major review of progress, you must have:

- Satisfactorily completed all the preceding milestones, including the Adelaide Graduate Centre induction program
- Regularly attended the School seminar program
- Submitted a **GANTT chart** or timeline with your major review documentation which details your research plan from candidature commencement to thesis submission; and
- Made satisfactory progress during your provisional candidature in terms of both the quality and quantity of work required for completion within the required timeframe for your degree.

GANTT Charts:

<http://www.adelaide.edu.au/graduatecentre/forms/milestones/planning-communicating-tracking/>

What is provisional candidature?

In determining whether or not your overall progress has been satisfactory additional tasks may be required to be completed during a further period of provisional enrolment of three to six months in duration. Where this is the case, you will undertake an extended Major Review at the end of the extended provisional period. This review will confirm candidature, recommend conversion to the appropriate Master (if applicable) or recommend termination of candidature. No further extensions of the provisional status will be permitted.

The Graduate Centre will advise you and your principal supervisor approximately one month in advance that your major review is due and direct you to the web site where you can download a copy of the form (a form will be mailed to you on request). The due date for return of your major review form is the first day of the thirteenth month (or half time equivalent) from the commencement of your candidature. For example, if you are a full time student who commenced between the 1st and the 31st of January, your major review of progress documentation

must be returned to the Graduate Centre by the 1st February of the following year.



PhD Student Kent Algate in the Bone and Joint Lab (Anatomy and Pathology).

Major review form for PhD:

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

Major review form for Masters:

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

Other Major Review details

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

Return the completed form to the
Adelaide Graduate Centre
Level 6, 115 Grenfell Street
SA 5005



Major Review of Progress for Doctoral Programs

Division of the Deputy Vice-Chancellor and Vice-President (Research)



Please do not bind or staple this form or any attachments. Secure papers together with a bulldog clip

NOTE: When using the editable PDF version of this document, for best results, you are advised to open, edit and save using Adobe Acrobat Reader only.

Research students are provisional in candidature for at least the first twelve months (or half-time equivalent), after which a comprehensive "Major Review of Progress" is undertaken by the Candidature Confirmation Review Committee, to determine the capacity of the student to complete their research and submit a quality thesis for examination within three to three and a half years. The Major Review process is designed to assess the ability of the student to complete their program in a timely fashion, as well to ascertain how best the School/University can support them in this goal. The Review Committee can recommend confirmation of candidature, extension of provisional candidature, termination of candidature or downgrade from a Doctorate to a Masters.

Preparing for the Major Review of Progress

1. The student must complete the personal details section (top of page 3 below) and a one-page written progress report (using Section A below). The student must leave the remainder of the form blank and submit the form to his/her principal supervisor three weeks before his/her major review.
2. The supervisor will prepare a short report (using Section B below) clearly highlighting the strengths and weaknesses of the candidate and the candidate's progress and will leave the remainder of the form blank. The supervisor will circulate the form to all committee members prior to the major review meeting date. An exemplar is available in the Major Review - Lessons Learnt and Best Practice:
<http://www.adelaide.edu.au/graduatecentre/staff/candidature-problems/major-review-lessons-learn/>
3. The remainder of the form is completed and signed by all relevant parties. The completed form is then submitted to the Graduate Centre.

Candidature Confirmation Review Committee

The Candidature Confirmation Review Committee will comprise at a minimum:

1. All supervisors of the candidate (input from external supervisors is also required); and
 2. One or more senior members of the School's academic staff (preferably including the Postgraduate Coordinator).
- In addition, it is recommended that at least one Discipline expert is a member of the Committee. The Chair of the Committee will normally be the Postgraduate Coordinator. Note however, that the Chair of the Committee MUST NOT be a supervisor and therefore, if the Postgraduate Coordinator is also a supervisor, another senior member of the School's academic staff should be appointed as the Chair. Where the Head of School/Discipline is appointed to the Chair, another senior member of academic staff of the School, who is not a supervisor should sign in the capacity of the Head of School/Discipline. This is to ensure the impartiality of the progress assessment.

Guidelines for the Candidature Confirmation Review Committee

The Committee's role is to:

- Assess the candidate's progress against both the quality and quantity of work required for completion within the required timeframe for the degree and provide them with constructive feedback;

School of Medical Sciences Structure Program Requirements & Deadlines

TASK	DUE DATE
University Postgraduate Induction	Online within one month of commencing your research degree.
School Induction	As notified by the school PGC.
OH&S Induction	February prior to conducting <u>any</u> laboratory work – contact Betty Reinboth.
Literature Review	No later than 12 months after commencement of candidature.
Ethics Approval for your project (if required)	Before you start experiments. Documentary evidence as a named investigator is required to complete your structured program and to confirm candidature for year 2.
Introductory Seminar	During the first 4-5 months of candidature.
Completion of Development Component of Structured Program	First and second year.
Completion of Core Component of Structured Program	During the first 6 months of candidature.
Annual Review of Progress	September-October (by appointment), in years 2 and 3.
Annual Review, Re-Enrolment, Renewal of Scholarship forms	Due at the Graduate Centre by Oct 31 st . (note – if documentation is not completed and forwarded to the Graduate Centre by this date, students are automatically suspended).
Major Review of Candidature	During the first 9-11 months of candidature, usually following Annual

	Review of Progress, but may be combined with it.
--	--

School of Medical Sciences Workshops for Postgraduate Students in the Structured Program

The School of Medical Sciences workshops are designed to introduce the student to core components of research theory and presentation techniques, and then use formative assessment to develop those techniques throughout the year.

Researcher Education and Development (RED):

<http://www.adelaide.edu.au/red/student/timetable.html>

A number of online modules are available which may be very useful:

<http://www.adelaide.edu.au/red/student/online.html>

First year HDR students Workshops – details of location and time will be advised via email.

Session	Presenter(s)
Occupational Health and Safety induction	Ms. Betty Reinboth (School OH&S Officer)
Animal Research Ethics	
University Animal Facilities Induction	
Animal Ethics One-day Training Course	
Human Research Ethics	
Preparation of the research proposal	School PGC
Intellectual property	Greg Macpherson (ARI)
Time management and procrastination	Research Education & Development, U of A
Managing a PhD (for first year students)	Research Education & Development, U of A
Literature search strategies for biomedical PhD students	Mick Draper (Barr-Smith library)
Ethics and integrity in research with humans (1.5 days)	various, run by UniSA
Preparing and presenting seminars	Research Education & Development, U of A
Getting started with reviewing the literature	Research Education & Development, U of A
On being supervised	Research Education & Development, U of A
Endnote	Research Education & Development, U of A

2nd year PhD student Workshops - details of location and time will be advised via email.

Session	Presenter(s)
Preparing and presenting a poster at a scientific meeting (two sessions)	
Publication workshop	
Thesis Format: Thesis By Publication	
CV and resumes	
Managing an HDR thesis with Word 2007- level 1	Research Education & Development, U of A
Managing an HDR thesis with Word 2007- level 2	Research Education & Development, U of A
Communicating Science to the public	Mark Hutchinson
Career strategies beyond the PhD- getting a job	

REDC Workshops

Consult weblinks for current dates and venues or for details on how to register your interest.

<http://www.adelaide.edu.au/red/student/timetable.html>

Information for Students in their Second, Third & Fourth Year of Candidature

Second year of Candidature: Research Seminar

Each second year PhD student will present a seminar as part of the School Seminar Series. The seminar is 25 min in duration, with 5 min for questions. In the talk you should present your findings to date, within the context of your PhD project. You should also provide an overview of the research questions/experiments that you plan to address to complete the PhD. Contact your discipline PGC to organise a time for your seminar.

Annual Review of Progress

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

With the exception of students who commence in August, September or October of the current year, all research students, including those currently on leave of absence, are required to complete the Annual Review of Progress. The Annual Review of Progress is designed to assess a student's progress and identify and address any difficulties that may be hampering that progress. This time will also be used to review the student's CV.

For the Annual Review of Progress, each student will meet with their supervisory panel to discuss their progress and complete the annual review proforma. The student will then organise to meet the discipline PGC to discuss progress and sign off on the paperwork.

The Discipline coordinator may also request that the student prepare and bring along other documentation (eg. achievements, dot-point progress reports and plans for the following year including the key dates for the projected completion of the experiments as outlined in the Research Proposal).

Note: It is the responsibility of the individual student to arrange the scheduling of the Annual Review sessions and to ensure that they have discussed and completed the relevant sections of the Annual Review form with their supervisor(s) prior to the interview.

Discipline coordinators will be responsible for reviews in years 2, 3, and 4, unless problems have been identified or are likely (upon which the School PCG will be required).

Prior to meeting: Student and principal supervisor (or panel) to meet and discuss progress and complete paperwork.

Attendance at meeting: Discipline coordinator and student to talk and sign form.

Further information about the Annual Review of Progress can be obtained from the Adelaide Graduate Centre website (www.adelaide.edu.au/graduatecentre/review/).

Please note that there is additional information at that site to do with unsatisfactory performance and grievance procedures.

It is the student's responsibility to ensure that both the Annual Review and Re-enrolment forms are duly completed, signed and returned to the Adelaide Graduate Centre by the due date. Late submission of any required paperwork (including annual review forms) leads to automatic suspension of your candidature and any scholarship payments. If it appears likely that the Annual Review may not be completed by the due date, please inform the Adelaide Graduate Centre as soon as possible so that the confirmation of your re-enrolment is not jeopardised. However, the re-enrolment form must still be returned by the due date to avoid being charged the late fee.

Once you have completed your first year of candidature the School of Medical Sciences focus shifts to maintaining progress towards research milestones, appropriate professional development and career mentorship.

By your third year students are expected to be presenting their research at local, national or international meetings. During third and fourth year the focus will be on the completion of experimental work, development of the research skills required for a career as an independent scientist and career development with an emphasis on networking and matching professional strengths with career aspirations. Obviously, the most important focus for third and fourth year students is the completion and submission of the thesis.

Annual Review of progress form:

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

Other annual review related information, includes FAQs and details on how to make the most out of your annual review.

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



Annual Review, Re-enrolment and Scholarship Renewal

Instructions for 2013

Dear Postgraduate Student

The Annual Review of Progress for 2013 form and associated documents have been made available for download at <http://www.adelaide.edu.au/graduatecentre/milestones/annual-review/>. If, for any reason you are unable to download or print the documents, please e-mail graduate_centre@adelaide.edu.au to request the Annual Review of Progress package be posted to you.

Please read all the documents carefully before you begin to complete the review form. It is your responsibility to ensure that your review is completed and the form lodged with the Graduate Centre by 31 October 2013. If, for reasons beyond your control, you are not able to complete the Annual Review by the due date, you should request that your Principal supervisor email the Adelaide Graduate Centre to request an extension on your behalf. The reasons for the extension and the length of the extension must be specified.

Satisfactory completion of the 2013 Annual Review will result in automatic re-enrolment for 2014 and the continuation of any scholarship(s) until the end of 2014 or their maximum period of entitlement (3 years for a PhD or 2 years for a Master's by Research degree); whichever falls soonest. You are not required to lodge a re-enrolment form; however, you are required to check and, where necessary, amend your personal, enrolment and candidature details on "Access Adelaide" (refer to the leaflet on the web).

To update your student ID card for 2014, you will need to print evidence of your 2014 re-enrolment from "Access Adelaide" (refer to the leaflet on the web) and provide this proof, together with your student ID card, to Card Services, who will issue you with a sticker to update your card for 2014. Information about the dates on which you can update your card will be circulated via the Adelaide Graduate Centre Newsletter (AGC e-News) in due course.

Please note that re-enrolment for 2014 may be jeopardised if you are in bad financial standing with the University e.g. through non-payment of tuition fees, or library fines.

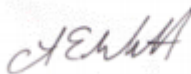
Failure to return your Annual Review by the 31 October 2013 deadline will result in your candidature being suspended. If you are a scholarship holder, scholarship payments will stop with effect from the date of suspension. Any scholarship payments received during the period of suspension will be recovered. If candidature is not re-instated within three months you will be invoiced for the scholarship over-payment.

Suspension means that you are not eligible to have access to University facilities, including laboratories, libraries and insurance; and you may not submit a thesis for examination. The suspension can be lifted only if the completed Annual Review is lodged with the Graduate Centre within twelve months of the suspension date. A candidature which has been suspended for twelve months is automatically terminated. Details about the policy may be obtained from the Research Student Handbook.

If you have any queries about the Annual Review, there are many sources of help available. In the first instance, please talk to your supervisor(s) or the Graduate Centre. Your Postgraduate Co-ordinator and Head of School/Discipline are also available to give you advice. International students with queries regarding fees or visa implications are encouraged to contact the International Student Centre on 8313 4828.

Please return your Annual Review form in person to the Graduate Centre, Level 6, 115 Grenfell Street; or post it to the Adelaide Graduate Centre, DX 650-202, The University of Adelaide, Adelaide SA 5005.

With best wishes for your studies in 2014,



ANNE WITT
Director, Adelaide Graduate Centre

Return the completed form to the

Adelaide Graduate Centre
Level 6, 115 Grenfell Street
SA 5005



2013 ANNUAL REVIEW OF PROGRESS

Division of the Deputy Vice-Chancellor and Vice-President (Research) - Adelaide Graduate Centre



Please do not bind or staple this form or any attachments. Secure papers together with a bulldog clip.

Students who first enrolled during 2013 are exempt from completing the 2013 Annual Review of Progress. Research students who submit a thesis to the Adelaide Graduate Centre on or before 31 October, or whose candidatures lapse on or before 31 October, or who withdraw from candidature on or before 31 October, are not required to undertake the review. All other students, including those who are full-time, half-time, remote, on leave of absence, study leave, or writing up outside, must participate in the 2013 Annual Review of Progress. Students who satisfactorily complete the Annual Review and return their forms to the Adelaide Graduate Centre by the due date of 31 October 2013 (or the next working day if this date falls on a weekend or public holiday) will be re-enrolled for 2014. Note, however, that re-enrolment may be jeopardised where a student is in bad financial standing with the University: e.g. because of non-payment of tuition fees or library fines.

- Please read all sections of the form before completing and print legibly in black or blue pen.
- ALL SUPERVISORS MUST SIGN THE FORM.
- All parties are advised to retain a copy of the completed and signed review for their records.

Note that it is the students' responsibility to make any changes to their personal details (e.g. change of address) in Access Adelaide. Changes to candidature details (e.g. change of research topic or change of supervisors) will be processed only if the relevant form, available on the web at: <http://www.adelaide.edu.au/graduatecentre/forms/candidature-management/> is completed and lodged with the Adelaide Graduate Centre.

Student details (to be completed by student)

Student's full name:	
Student ID No:	
Current scholarship holder:	<input type="radio"/> Yes <input type="radio"/> No
Faculty:	
School/Discipline:	
Program:	
Candidature start date:	
Attendance status:	<input type="radio"/> Full-time <input type="radio"/> Half-time

Annual Review of Progress and Re-enrolment Check List

- Please do not add new/amended personal, enrolment or candidature details on your Annual Review of Progress form, as these will not be processed. Check your personal, enrolment and candidature details in "Access Adelaide" (<https://access.adelaide.edu.au>) and make any amendments on-line (personal details only) or by completing the relevant form from the Adelaide Graduate Centre website <http://www.adelaide.edu.au/graduatecentre/forms/>
- Read and complete the relevant sections of the Annual Review form. Please note that Section A is to be completed by all students before meeting with their supervisor(s). The contents of the Annual Review form may be refined at the ensuing meetings with your supervisor(s) and Head of School/Discipline or Postgraduate Co-ordinator.
- Make two appointments: one with your supervisor(s) and a second, later appointment, with your Postgraduate Co-ordinator or Head of School/Discipline† (which your supervisor(s) may attend if desired).
- Keep your appointment with your supervisor(s) and discuss your work. Your supervisor(s) will complete the relevant section of the form and sign in Section C1 before returning the form to you.
- Pass your completed Annual Review of Progress Form to your Postgraduate Co-ordinator or Head of School/Discipline† prior to your scheduled meeting. He or she may wish to interview you alone or together with your supervisor(s).
- Keep your appointment with the Postgraduate Co-ordinator or Head of School/Discipline†. The Postgraduate Co-ordinator or Head† then signs in Section C2 before returning the form to you.
- When you have sighted the comments of your supervisor(s) and Postgraduate Co-ordinator or Head, sign the form in Section C3. Before you sign, please make sure that your supervisor(s) and Postgraduate Co-ordinator/Head† have all signed in the appropriate Section (C1 or C2 respectively).
- Make a photocopy of your completed and signed Annual Review for your records.
- Return the Annual Review form in person to the Adelaide Graduate Centre, Level 6, 115 Grenfell Street, or post to Adelaide Graduate Centre, DX650-202, The University of Adelaide, SA 5005 by no later than 31 October 2013. If it appears likely that you will not be able to have your review completed by 31 October, your Principal supervisor should arrange for an extension of the deadline by contacting the Adelaide Graduate Centre.

PLEASE NOTE

- † Supervisor(s) who are also Postgraduate Co-ordinators or Heads of Schools/Disciplines CANNOT certify both Sections C1 and C2. Where the Postgraduate Coordinator or Head of School/Discipline are members of your supervisory panel, the School/Discipline certification in C2 should be provided by the Deputy Head. Where the Deputy Head is also a member of the supervisory panel, the certification should be provided by another senior member of the academic staff.
- Failure to return your completed Annual Review form by the due date may result in the suspension of candidature and the discontinuation of any scholarship payments. A suspended student is not insured to have access to University facilities and is not eligible to submit a thesis for examination.
- Re-enrolment may also be jeopardised where a student is in bad financial standing with the University. Please pay (or enter into a payment agreement) for all library fines, tuition fees or student loans by 31 October 2013.

HAVE YOU, YOUR SUPERVISOR(S) & THE POSTGRADUATE CO-ORDINATOR OR HEAD OF SCHOOL/DISCIPLINE† SIGNED YOUR ANNUAL REVIEW FORM?

Renewing your Student ID Card

In mid-December, the Adelaide Graduate Centre will reenrol all research students who have satisfactorily completed their Annual Review and who have discharged any outstanding financial obligations. Once you have been re-enrolled you will be able to view your enrolment details on Access Adelaide. If you have not been re-enrolled by mid-December and were expecting to be, please contact the Adelaide Graduate Centre.

In order to validate your Student ID card for the following year, you will need to present your Student Card to Card Services in the University Contact Centre after your re-enrolment has been processed. Card Services will check to see that you have been re-enrolled before authorising the update of your Student card.

Further information about the dates and locations on which you can validate your Student Card at the Card Centre, or alternative venues, is available on the Card Services website.

Remote students may contact Card Services to arrange for a sticker update or replacement card to be posted out.

Meeting with your Supervisory Panel & Postgraduate Coordinator

Second Year Students

It is your responsibility to organise a meeting with your supervisory panel and discipline Postgraduate Coordinator during the second half of Year 2 to review your career aspirations in the context of their Curriculum Vitae. This will include details of all relevant professional activities including: Scholarships, Honours and Awards (e.g., for academic performance, Travel Fellowships, Publication Awards etc), scientific conferences attended, details of seminars presented in Adelaide, Australia and overseas, Research publications etc.

Third Year Students

It is your responsibility to organise a meeting with your supervisory panel and Postgraduate Coordinator during the second half of Year 3 to review your progress within the framework of the postgraduate program. This will include an outline of your final experiments and a thesis outline or plan.

Fourth Year Students

It is your responsibility to organise a meeting with your supervisory panel and Postgraduate Coordinator during the second half of Year 4 to review your progress within the framework of the postgraduate program. At this point you should have finalised all experiments and be getting prepared to submit. This meeting will provide evidence to your supervisory panel and postgraduate coordinator that you will be submitting your thesis on time.

Scholarship Extension Application

(<http://www.adelaide.edu.au/graduatecentre/scholarships/postgrad/pgforms.html>)

Subject to satisfactory progress, scholarships will be automatically renewed up to the maximum period of entitlement (3 yrs for PhD, 2 yrs for Masters). If you are a PhD student, you may apply to extend your scholarship for a maximum period of six months beyond the three-year tenure of the award. Application for scholarship extension beyond this period must be made on a separate form available from the Adelaide Graduate Centre

A scholarship extension is not automatic. A case needs to be made that a student's progress has been delayed by factors beyond their control. It is essential to document in the annual review forms any circumstances that have delayed your progress. If a scholarship extension is requested, the annual review forms from each year of candidature will be reviewed for documented evidence in support of your request for an extension. The maximum period of scholarship stipend is 3.5 years. An application to extend your scholarship can be made (two months before the expected expiry of your award) on the form 'Application for extension to scholarship'

International students who are in receipt of scholarships, other than the University of Adelaide Scholarships that provide for living allowance, should not apply for scholarship extension on this form. Contact the International student office for advice <http://www.international.adelaide.edu.au/>

Candidature Extension Application

http://www.adelaide.edu.au/graduatecentre/handbook/candidature_enrolment/extension_candidature.html

If you do not expect to be able to submit your thesis by the candidature expiry date you can apply, with the approval of your School, for an extension of candidature for a maximum of twelve months if you are a doctoral student or six months if you are a Masters by Research student. Note that the maximum period of extension is the same for both full- and half-time candidates and is usually granted only for exceptional academic circumstances.

As an application to extend candidature cannot be processed after your candidature has lapsed, you are encouraged to submit an application well before your candidature expiry date. The Graduate Centre will remind students that their candidatures are due to lapse approximately three months in advance.

An application to extend your candidature can be made on the form "Extension to Candidature Application", which is available from on the web at:

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

If you are a sponsored international student, it is advisable to consult the International Student Centre regarding the possibility of an extension of your sponsorship before lodging an application for extension of candidature. Your sponsor may not permit you to extend your candidature by the maximum period.

Where necessary, the International Student Centre can also provide advice about extending your student visa.

The End is in Sight!

THESIS

Back Up Everything!

- Backing up your work provides insurance that you will be able to restore your work from a backup copy if the original is lost due to theft, accident, hardware failure, software bugs, or a computer virus. Your only hope of protection is a good backup
- You should backup often enough that a hard drive crash wouldn't be a disaster. Once a week is a common choice, but pick what is right for you. The most important thing is to make it a regular habit, since you can't predict when something will go wrong.
- Develop a quick and easy backup routine. The faster you can back up your work, the more likely that you'll actually backup your work regularly. It may take some additional effort to plan this routine, but it will pay off.
- Don't backup your files on the same computer. Instead, backup your files on a separate disk (or disks) and keep them separate from your computer. There is advice below on selecting backup media.
- It is a good idea to have at least 3 different back-ups in different locations
- Only back up in one direction. For example, have a working copy and only copy from this location. NEVER copy to this location as you risk over-writing the latest version.
- Always put a date and time in the file name. You will always know which is the most recent version.

Formatting

Think of formatting as productive procrastination! You should format as you write and learning automated formatting through the online Microsoft Word courses (http://www.adelaide.edu.au/its/training/online/office_2007/excel/) can be very helpful.

Graphics, Graphs and Photos

Keep the editable original of each graphic you want to include in your thesis in one folder. Later you may need to change a graphic quickly and having the editable original makes it easy. For graphs, keep the original Excel/JMP/Stata document, not a PDF. For photographs, keep a high-resolution copy (such as a tiff). For drawings and illustrations, keep the original Illustrator document. If you

keep each graphic, graph and photo in a folder with the chapter text, you will easily be able to find individual figures when you need to.

Thesis specifications

<http://www.adelaide.edu.au/graduatecentre/program-rules/>

<http://www.adelaide.edu.au/graduatecentre/program-rules/health-sciences/>

The University has, in general, moved to permit greater flexibility in the format of research theses e.g. PhDs may now be submitted in one of the following formats:

- **Conventional written narrative** presented as typescript;
- **Publication.** A thesis by publication may include publications that have been published and/or accepted and/or submitted for publication and/or which have been prepared in publication format;
- **Combination** of conventional and publication formats; and
- **Major Work** (creative, musical or visual) (Volume 1) and exegesis (Volume 2).

<http://www.adelaide.edu.au/graduatecentre/handbook/07-thesis/>

Thesis Editors

For your convenience, the Researcher, Education and Development Unit in the School of Education now maintain a register of Professional Editors who have been provided with the ASEP requirements:

https://www.adelaide.edu.au/red/student/editor_register/.

Thesis Printing

Suggestions for printing:

Highly recommend:

William Harley & Sons 28 Dew Street, Thebarton

South Australia 5031

Email: info@wharley.com.au

Telephone: +61 8 8443 7515

Facsimile: +61 8 8443 3210

Other options

University of Adelaide Image and Copy Centre,

<http://www.adelaide.edu.au/icc/contact/>

UniSA <http://w3.unisa.edu.au/printing/New/LVL1/general-printing.asp>

Contact details: Sandy Aspinall 8302 1358 sandy.aspinall@unisa.edu.au

For printing and binding:

Fuji Xerox Print On Demand P/L

123 Hayward Avenue
TORRENSVILLE SA 5031
TEL (08) 8408 1400 FAX (08) 8351 8653.



PhD Student Juliana Bajic working in the lab (Physiology)

Notification of Intent to Submit

You are required to give three months' notice of your intention to submit your thesis for examination. This allows time for the examiners to be nominated by your School and their consent to examine the thesis obtained. Notice is provided on the form "Thesis: Notification of Intention to Submit" and must be accompanied by a one page summary of your thesis. The summary will be provided to potential examiners, to assist them in deciding whether or not to accept the invitation to examine your thesis.

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

Note: If 12 months or more have elapsed since a candidate has lodged a notification of intention to submit with the Adelaide Graduate Centre, you will need to give notice of intention to submit again by re-submitting the relevant form.

Exit Seminar

When you are completing your intent to submit form this is the time when you need to schedule your Exit Seminar. The exit seminar will now be presented as a short 10-15 presentation as part of the School forums. The aim is for this talk to be a concise summary of your project not all the details of each individual experiment etc. Use this as practice for when you need to give concise presentations that engage your audience i.e. applying for a position etc. Please email medsci_research@adelaide.edu.au to schedule a time. **Please note your intention to form will not be signed by the PGC unless you have presented or have scheduled your exit seminar.**

Return the completed form to the
Adelaide Graduate Centre
Level 6, 115 Grenfell Street
SA 5005



Notification of Intention to Submit

Division of the Deputy Vice-Chancellor and Vice-President
(Research)

Student Name	
Student ID	
School/Discipline	
Program	
E-mail	

For Master of Philosophy/ Master of Clinical Science students, please also indicate your stream:

- 100% research mixed research and (15 - 16 units) coursework

I am an international student:

- Yes No

I am enrolled in a jointly-awarded degree program (e.g. Cotutelle)

- Yes No

Notification of Intention to Submit

Completion of the online Exit Survey prior to thesis submission is mandatory for all research students. The survey is available online:

<https://www.adelaide.edu.au/surveys/graduatecentre.html>

Students who object to this ruling may appeal, in writing, to the Deputy Vice-Chancellor (Research), giving their reasons for the objection. Please note that in such cases, the thesis will not be accepted until the matter is resolved.

I hereby give notice that I intend to submit my thesis for examination on / /

I enclose I will submit shortly a summary of my thesis (by) / /

Academic Program Rules and Specifications for Thesis

Candidates may request that the thesis submitted be examined under either the academic program rules and specifications for thesis available at the time of submission or the academic program rules and specifications in existence at the time of commencing their academic program. For students who have upgraded/transferred from one postgraduate research program to another postgraduate research program, the effective date of the transfer will be deemed to be the candidature commencement date.

Note that in the case of a program which requires completion of a coursework component, the academic program rules and specifications for thesis available at the time of commencement of candidature will ALWAYS apply where the required coursework component has changed between candidature commencement and thesis submission.

Program rules and specifications for thesis for the University of Adelaide's postgraduate research programs (current and historical) may be viewed online:

<http://www.adelaide.edu.au/graduatecentre/program-rules/>

In view of the above I request that my thesis be examined under rules and specifications (please tick one box below):

- In existence at the time of submission of my thesis (THIS IS THE RECOMMENDED OPTION OF THE UNIVERSITY),
- In existence at the time of my enrolment or the effective date of my upgrade/transfer from one research program to another research program

Thesis Return

Please note the Graduate Centre will not seek the return of (any) physical copies of the thesis sent to examiners EXCEPT where the thesis is under embargo. Under some circumstances (e.g. where you have incurred a significant cost in producing the thesis), an exception may be granted; requests for return of thesis copies from the examiner should be submitted in writing when you lodge your thesis for examination.

Confidentiality

The examination of my thesis is subject to confidentiality requirements as follows: _____

Appointment of Potential Examiners

I have no objection to the appointment of any particular examiner, OR

I object to the appointment of a particular examiner(s) and I enclose a statement detailing my objection. †

† Please note that your objection does not serve as a veto. If, on academic grounds, your School wishes to recommend the appointment of a particular examiner to whom you have objected, it can make a case to the Research Education and Development Committee (REDC) for the appointment to proceed. The final decision to appoint a particular examiner rests with the Committee.

Certification

_____ Student	_____ Signature here	_____ Date
_____ Principal Supervisor	_____ Signature here	_____ Date
_____ Head of School or Discipline/Postgraduate Coordinator	_____ Signature here	_____ Date

Postgraduate Coordinator to sign.

For Office Use Only	
Candidature Expiry _____	Comment:
Minimum Submission Date _____	
Service Indicator _____	
Date _____	

www.adelaide.edu.au/graduatecentre

Further information

Ph: (08) 8313 5882

Fax: (08) 8313 5725

Email: graduatecentre@adelaide.edu.au

Appointment of Examiners

Your supervisor will need to nominate 2 external examiners. Please ensure your supervisor organises this prior to you submitting your thesis.

The Exit Survey

On the receipt of your Notice of Intent to Submit Thesis form, the Graduate Centre will forward you a copy of the Exit Survey Information Sheet to your nominated mailing address. This will give you all the information you require to fill out the survey online. You must complete this survey prior to submitting your thesis.

Postgraduate Exit Survey On-line

The Postgraduate Exit Survey is now provided on-line for the convenience of students. It takes approximately 15 minutes to complete and is designed to gather information about your experience as a postgraduate research student at the University of Adelaide. The information from this questionnaire will be used to complement the data gathered by the national Postgraduate Research Experience Questionnaire (PREQ), which you will be asked to complete on graduation. The information from both of these questionnaires will help to improve the quality of postgraduate research students' experiences at the University of Adelaide.

The University wishes to be as fully informed as possible of any issues that have impacted upon the quality of your experience as a postgraduate student. Your opinions are considered critical. Consequently, the University has resolved to make participation in the Exit Survey a condition of thesis submission. If you object to this requirement, you should appeal to the Deputy Vice-Chancellor and Vice-President (Research) in writing giving the reasons for your objection. In such cases, we regret that your thesis will not be accepted for examination until the matter is resolved.

Please be frank with your comments. Even though there are some mandatory fields you are encouraged to complete the entire questionnaire. As with all University surveys the anonymity of your survey response is guaranteed. Your ID has been automatically collected separately to record your completion of the survey. Data provided to the Adelaide Graduate Centre will be in aggregated form and cannot be linked to an individual. Summary results will be made available to Faculties in due course but to maintain confidentiality and prevent the identification of individual respondents, aggregations will only be reported where the Faculty, School or Discipline concerned has 5 or more respondents.

Once you have submitted this survey, your student ID will be sent to the Graduate Centre automatically so that you may submit your thesis for examination, provided you have met all the other requirements.

Thank you for your participation.

ANNE WITT
Director, Adelaide Graduate Centre

THESIS PREPARATION

Example Declarations:

<http://www.adelaide.edu.au/graduatecentre/forms/thesis/preparing-thesis-submission/>

For a thesis that does not contain work already in the public domain

I certify that this work contains no material which has been accepted for the award of any other degree or diploma in my name, in any university or other tertiary institution and, to the best of my knowledge and belief, contains no material previously published or written by another person, except where due reference has been made in the text. In addition, I certify that no part of this work will, in the future, be used in a submission in my name, for any other degree or diploma in any university or other tertiary institution without the prior approval of the University of Adelaide and where applicable, any partner institution responsible for the joint-award of this degree.

I give consent to this copy of my thesis, when deposited in the University Library, being made available for loan and photocopying, subject to the provisions of the Copyright Act 1968.

I also give permission for the digital version of my thesis to be made available on the web, via the University's digital research repository, the Library Search and also through web search engines, unless permission has been granted by the University to restrict access for a period of time.

For a thesis that contains publications

I certify that this work contains no material which has been accepted for the award of any other degree or diploma in my name, in any university or other tertiary institution and, to the best of my knowledge and belief, contains no material previously published or written by another person, except where due reference has been made in the text. In addition, I certify that no part of this work will, in the future, be used in a submission in my name, for any other degree or diploma in any university or other tertiary institution without the prior approval of the University of Adelaide and where applicable, any partner institution responsible for the joint-award of this degree.

I give consent to this copy of my thesis when deposited in the University Library, being made available for loan and photocopying, subject to the provisions of the Copyright Act 1968.

The author acknowledges that copyright of published works contained within this thesis resides with the copyright holder(s) of those works. I also give permission for the digital version of my thesis to be made available on the web, via the University's digital research repository, the Library Search and also through web search engines, unless permission has been granted by the University to restrict access for a period of time.

Statement of Authorship Examples

Statement of Authorship

Title of Paper	Cross-national comparisons of background and confidence in visual arts and music education of pre-service primary teachers.
Publication Status	<input checked="" type="checkbox"/> Published <input type="checkbox"/> Accepted for Publication <input type="checkbox"/> Submitted for Publication <input type="checkbox"/> Publication Style
Publication Details <i>Include: names of all authors, year of publication/submission, title, name of the journal, issue and page numbers.</i>	Russell, L., Marshall, S. K., & Young, R. A. (2010). Cross-national comparisons of background and confidence in visual arts and music education of pre-service primary teachers. Australian Journal of Teacher Education, 30(4), 65-78

Author Contributions

By signing the Statement of Authorship, each author certifies that their stated contribution to the publication is accurate and that permission is granted for the publication to be included in the candidate's thesis.

Name of Principal Author (Candidate)	Lesley Russell		
Contribution to the Paper • Conceptualisation of work, • Its realisation, and • Its documentation.	Performed analysis on all samples, interpreted data, wrote manuscript and acted as corresponding author.		
Signature	<i>Lesley Russell</i>	Date	1/1/2012

Name of Co-Author	Sam Marshall		
Contribution to the Paper	Supervised development of work, helped in data interpretation and manuscript evaluation.		
Signature	<i>Sam Marshall</i>	Date	6/1/2012

Name of Co-Author	Robert Young		
Contribution to the Paper	Helped to evaluate and edit the manuscript.		
Signature	<i>Robert Young</i>	Date	8/1/2012


Please cut and paste additional co-author panels here.

Template can be found:

<http://www.adelaide.edu.au/graduatecentre/forms/thesis/preparing-thesis-submission/>

THESIS SUBMISSION

Return the completed form to the
Adelaide Graduate Centre
Level 6, 115 Grenfell Street
SA 5005



THE UNIVERSITY
of ADELAIDE

Certification of Thesis for Examination

Division of the Deputy Vice-Chancellor and Vice-President (Research)

Please note that the generic term "thesis" is used to describe the submission for the degrees named on this form.

To be Completed by Principal Supervisor
(Please tick the appropriate box)

Student Name	
Name of Principal Supervisor	
School/Discipline	
Program	

Master of Philosophy/ Master of Clinical Science students, please indicate your stream:

100% research OR Mixed research and (15 units) coursework

I have seen and read the final draft of the above candidate's thesis and, in accordance with the requirement of the Research Student Handbook "Appendix "Responsibilities", certify that:

I am satisfied that this thesis, prima facie, is worthy of examination both in terms of its content and its technical presentation relative to the standards specified in the academic program rules for the degree.

I am not satisfied with the presentation of this thesis for examination in its current form. I attach a statement outlining my reasons.

I am satisfied that the thesis is within the maximum word-length allowed for in the program in which the student is enrolled.

Please note that word-length restrictions apply to all candidates who meet any of the following criteria:

- The candidate commenced during or after 2008.
- The candidate upgraded/transferred from one postgraduate research program to another postgraduate research program during or after 2008.
- On his/her [Notification of Intention to Submit form](#) the candidate elected to have his/her thesis examined under the current program rules (this is the recommended option of the University).

Updated 13 January 2013 Page 1 of 5

Form needs to be signed by the Postgraduate Coordinator but if not available then the Head of School.

The thesis submission check list needs to be submitted with your thesis.

Return the completed form to the
Adelaide Graduate Centre



THESIS SUBMISSION CHECKLIST

Adelaide Graduate Centre

The following boxes **MUST** be ticked as completed before your Thesis can be submitted to the Adelaide Graduate Centre.

I have, ready to submit:

- three soft or hard bound paper copies of my thesis;
- an identical PDF of my Thesis on a CD;
- a complete declaration in all three paper copies of my thesis, signed with my ORIGINAL signature;
- the relevant Title Page and Statement of Authorship for all Papers included in my thesis with signatures of all Co-Authors - scanned signatures are acceptable (write N/A if Not Applicable);
- a completed "Certification of Thesis for Examination" form, signed off by my Principal Supervisor AND Head of School or Discipline OR Postgraduate Coordinator;

For students in the Master of Philosophy or Master of Clinical Science by mixed research and coursework, or in the combined PhD/Master of Psychology program -

- I have satisfactorily completed all Coursework requirements

PLEASE NOTE:

If the Thesis Submission checklist is not completed and ALL boxes ticked, your thesis will not be accepted by the Adelaide Graduate Centre.

Further Information

Ph: (08) 8313 5882
Fax: (08) 8313 5725
Email: graduatecentre@adelaide.edu.au
Web: www.adelaide.edu.au/graduatecentre

www.adelaide.edu.au/graduatecentre

Page 1 of 1

Updated 10 July 2013

Thesis Allowance

Scholarship rules:

<http://www.adelaide.edu.au/graduatecentre/scholarships/conditions-award/>

For **Australian Postgraduate Awards (APA), University of Adelaide Scholarships (UAS) (excluding Master of Philosophy (no honours) Scholarships), Divisional Scholarships (DS)** The maximum allowance is currently \$840 for a PhD thesis and \$420 for a Masters thesis. Following the submission of the thesis a claim for payment may be made on the prescribed form, supported by receipts of expenditure. The allowance is a contribution to the costs of production and does not include such costs as purchase of computer equipment, books or reproduction of articles.

Claims must be made within two years of the date of termination of the scholarship and within one year of the date of submission of the thesis.



PhD Student George Opie from Physiology

Return the completed form to the
 Adelaide Graduate Centre
 Level 6, 115 Grenfell Street
 SA 5005



Thesis Allowance Claim Form

Division of the Deputy Vice-Chancellor and Vice-President
 (Research)

SCHOLARSHIP: _____

Please read before completing your form to establish eligibility.

- A thesis allowance is payable to assist with costs associated with the production of a thesis for scholarship holders who held a scholarship with a thesis allowance provided. The current maximum allowance is \$4420 for a Master's thesis and \$840 for a PhD. The claim may include the cost of consumables ie paper, ink, USB, disks) or the hire of equipment required for the production of your thesis.
- Claims should be lodged with the Adelaide Graduate Centre within 24 months of termination or expiry of the Award AND within 12 months of initial thesis submission.

NOTE: Australian Postgraduate Award (Industry) holders

The thesis must be submitted within six months of the completion of the project, and the claim must be made within twelve months of the end of the project.

Those Claiming Thesis Allowances Should Attach The Following:

- Original receipts from the service provider, showing the cost incurred by the award holder, the date on which the receipt was issued, and the service for which the claim is being made.
- Thesis allowance is not assessable income for taxation purposes.
- If approved, reimbursement will only be processed on provision of receipts (not unpaid invoices)

Please be advised - The university's method of payment is via electronic funds transfer.

Please complete payment authority form on page 2

Personal Details

Surname	
Given Name	
Student ID	
Telephone	
E-mail	
School or Discipline	
Degree	<input type="radio"/> PhD <input type="radio"/> Master
Date of Initial Submission	
Number of copies of thesis produced	

Summary of Claims for Which Receipts are Attached

NB Your claim may not include a charge for labour if you have done your own typing or for the purchase of equipment such as a computer, or payment of postage, or taxi fare.

		OFFICE USE ONLY (Check against receipts)
Typing or printing	\$	
Reproduction of Thesis	\$	
Binding	\$	
Other (please specify)	\$	
TOTAL	\$	

Thesis Submission

This is a list of everything you need to submit to the Adelaide Graduate Centre

- 3 bound copies (these can be soft or hard bound – please refer to the Specifications for Thesis
<http://www.adelaide.edu.au/graduatecentre/handbook/appendices/appendix6.html>)
- Each of these 3 copies must include the declaration statement, signed and dated (note: only original signatures are acceptable)
- You must complete the Certification of Thesis for Examination form and submit this with your thesis copies.
- You must also provide an electronic copy of your thesis on a CD. This copy must be identical to your hard copy as many examiners will only be sent the electronic version to examine

Australian Higher Education Graduation Statement: Procedure

1. Download and save a copy of the AHEGS Thesis Abstract Collection Template;
2. Enter your abstract, into the Excel template in a maximum of 100 words and email it to your principal supervisor for feedback. Please note that the abstract must be in plain text with no formatting (e.g. bold, italics), symbols or sub/super-scripts, as formatting is not recognised by PeopleSoft;
Some AHEGS Abstract Examples are available online.
3. Once you have agreed on the wording of the abstract with your supervisor, email the final version to both graduate.centre@adelaide.edu.au and your supervisor using your Student ID, School and AHEGS Thesis Abstract as the title of the email. In the body of the email, please request that your supervisor confirm, by way of return email to the Adelaide Graduate Centre that he or she is happy with the abstract that you have provided;
4. Once the Adelaide Graduate Centre has received your abstract and endorsement of the wording from your principal supervisor, the abstract will be copied onto your AHEGS, ensuring that your Statement will be finalised in time for your Graduation

Graduation Information

Graduation at the completion of your studies is not automatic. In order to graduate from your award, you must submit an application to graduate online as your award can only be conferred as part of a graduation ceremony. Even if you do not wish to attend a ceremony, your name must be included in the ceremony details. You can apply to graduate online through Access Adelaide and then view and update your application as required. Guest tickets are also available through Access Adelaide.

Information regarding graduations can be found at:

<http://www.adelaide.edu.au/student/graduations/>

Submission following Candidature Lapse

We understand issues can arise along the way which impact on your ability to complete during candidature. If your candidature has lapsed you are still able to submit your thesis and finish your PhD. **If you are wishing to submit thesis after 1 year following candidature lapse you must** write an email or letter and send to the Dean of Graduate Studies (ddog@adelaide.edu.au) explaining that you are more than 12 months past your lapse date, when you are planning to submit and an explanation for the delay. Confirmation will also be required by your supervisor (email or letter to email above) stating that they will supervise your thesis for examination.



Sylvia Saad working in the Bone and Joint Lab (Anatomy and Pathology)

General PhD Tips and Guidelines

Maintaining your Lab Book

1. Why do you keep lab books?
 - a. To provide a complete record of why experiments were initiated and how they were performed
 - b. Gives a place to put the reams of data collected and a place to paste the statistical outcomes and graphs that are generated from the analyses
 - c. To provide information to a person who is interested in continuing your research project, or future lab members to repeat and extend on your findings
 - d. TO GET RICH!!!! Not everyone sets out with the goal of patenting a process or contraption, but you might stumble onto something important and in such an event you must have a notebook that supports your claims. If you have not kept up a proper laboratory notebook, other researchers and their patent lawyers will beat you to the Patent Office and to the bank.

Labelling your Lab Book – You MUST include:

- Full name and the year
- Project identification – (depending how you like to organise your books, you may have one called ‘animal experiments’ and another called ‘Cell Culture etc, or you may wish to group them by experiment ‘Optimisation of Dosing’ etc)
- On the inside of the front cover, you should put your contact details and the name and contact details of your supervisor

How to Start and Maintain your Lab Book.

- Many lab books come with the pages already numbered, if your doesn't, you should start by doing this (in the top right corner)
- Set up a table of contents on the first 2 pages. Set up 3 columns, the date of the experiment, the title of the experiment and the page number on which it starts
- Include an abbreviations page (usually a couple of pages at the back works well). Each time you use an abbreviation, add it in.
- Never use white out, if you make a mistake just cross it out.
- Write legibly!!! When it comes to writing your thesis – you will need to be able to read you lab book and understand it. Something that seems easy to follow today, may not be in 12 months time. Keep this in mind
- Start each new experiment on a new page

What should go in your Lab Book?

- Include detailed notes on all discussions and thoughts on the experimental goals. This means, of course, that you should start making dated entries immediately rather than waiting until you get your experiment(s) started. Because some information might come via emailed suggestions (from your mentor or colleagues) or from online sources (PDFs or web sites), you

might paste "miniaturized" versions of relevant passages directly into your notebook (rather than spending the time to transcribe).

- Detailed experimental protocols that could be easily followed by another researcher. If you have typed out a detailed protocol in a computer file, print it out (shrinking it to make it fit nicely) and glue it into your notebook (it is worthless if you file it elsewhere). Give each experiment a name so that you can refer to it quickly in subsequent entries. All experimental protocols should be accompanied with clearly worded hypotheses and goals, and indicate exactly what measurements are going to be taken.
- Annotate all calculations so that all numbers, concentrations, etc. are fully explained and would be interpretable by another researcher. Remember to include units.
- Give full details for all experimental organisms. Who provided seeds, plasmids, etc., and what information did they transmit? Were seeds the result of open pollination, or were they from controlled crosses? Have lines used been subjected to thousands of generations of laboratory conditions or are they truly a wild strain? If you bought organism, give source, delivery conditions, etc. Include catalogue number (e.g., Burpee LE-23001) when possible.
- For animal experiments, include details on where the animals came from, their age at the time of the experiment (date of birth is good if you know it). If they are animals you have bred yourself, include the lineage (parental information), the date of birth, the date of weaning, etc.
- Record reagent details. Details include vendor (name, address, phone number; in case you want to buy more in the future) and product information (brand, product number, chemical structure, purity grade, lot number, date of mixing/production, expiration date, etc.). Whenever water is used, specify de-ionized, distilled, tap, cold, hot, sterile, etc.
- Record equipment details (brand, model number, sensitivity). In some circumstances it is important to record serial number, just in case there was something unique about the item you used. For growth chambers, always record bulb type and wattage.
- As strange as it sounds, sometimes personal information should be noted, for example if you are observing animal behaviours, you should note if you are wearing perfume/aftershave. Different fragrances may influence their behaviour.
- Record names of people providing assistance with data collection, techniques, statistical advice, equipment loans, stipend support, supplies funds. Write this information down immediately so that you remember to include it in your future "acknowledgements" sections
- Make quick drawings of experiment set-ups, location of experiment in laboratory or greenhouse, etc. For field experiments, include a sketch of where field site is situated. These sketches do not have to be works of art.
- Attach photographs if they are relevant to the experiment
- When you being doing statistical analysis note down the name of the file, the file path (so where you have saved it) and where the backup is. Give your file an informative name (e.g. Heat_Exp1_3mar2010.dat rather than experiment_1.dat)
- Write down any anomalies or mistakes or problems with procedures, (e.g. when LPC was delivered to mouse, the mouse moved and the whole does

didn't go in) this can help to explain odd results at the end of the experiment.

- When you include datasheets, photographs, graphs, product labels, etc., use glue to cleanly and permanently attach all edges. Do not use staples (they poke through to the other side) and do not use tape (it becomes brittle and yellow).
- At the conclusion of your experiment, or at the end of your course, write or print out a full directory of all electronic files that relate to your experiment. If you use Excel, you can add a column of explanatory text so that is clear what each file contains. All files, including digital photographs, should have appropriate, informative names and be stored within a relevant folder (e.g., don't put all images into an "images" folder, but rather file them in the appropriate "experiment folder"). Delete all unneeded data files, blurry images, letters to home, etc.: the final storage disk (or burned CD) should contain only the important files.

Other Tips

Write a monthly report for yourself

This takes a bit of discipline, but you will thank yourself for it later. Monthly reports detailing all of the experimental data generated in the month, together with conclusions, current thinking and future directions will fit together over time to create a concise record of your project work that will prove invaluable in the months and years ahead. This is especially recommended for PhD students as it will be much easier to write a thesis based on a group of monthly reports than from lab book notes!

Correct Labelling

Ensure you label EVERYTHING correctly and include the label details in your lab book for cross-referencing. This will make it foolproof to figure out what is in the tube you just pulled out of the -80 freezer!

EVERY tube/jar/vial/ beaker etc MUST be labelled with

- Your name
- The date
- Exactly what is in the tube (it is not enough to say competent cells – you need to specify what kind of cells)
- Extra information (i.e. the concentration/dilution, etc)

How to write an Abstract

Points to think about

What are you trying to achieve with your abstract?

1. Entice potential readers into obtaining a copy of the full paper
2. Have the main result/results and conclusions found
3. Well written

What should be included in an abstract?

1. Motivation / Problem statement – why do we care about the problem and the results? What is the problem you're trying to solve?

2. Methods/Approach – What did you actually do to get your results? How did you go about solving or making progress on the problem?
3. Results – What did you find/learn/invent/create?
4. Conclusions – What are the implications of your results? Especially for the problem identified in step a.

How long should an abstract be?

1. Each journal/conference will have its own word limit, but it is generally around 200 – 300 words

Other Tips

1. An abstract must be a fully self-contained, capsule description of the paper. It must make sense as a standalone paragraph
2. Think of a half-dozen search phrases and keywords that people looking for your work might use. Be sure that those exact phrases appear in your abstract, so that they will turn up at the top of a search result listing.
3. READ READ READ!!!! Look at articles in your area and find abstracts that grab you and make you want to read more. Why do they grab you? if an abstract is boring, how is it different to the one that you liked?

How to increase your H Factor

1. What is an H Factor?
 - a. It is a measure of a scientist's productivity and impact. So it is based on the number of papers written and the number of times each of the papers is cited by others
2. By publishing in journals that are free access, you will increase the number of people who are actually able to read your full paper and increase the chance of being cited.
3. Alternatively, if the abstract is the only part of the paper that people are able to access, by putting in enough key information (e.g., summary results, observations, trends, etc.), they may still be able to reference it.

How do you know when you have enough information in your Abstract? A simple rule-of-thumb is to imagine that you are another researcher doing a study similar to the one you are reporting. If your Abstract was the only part of the paper you could access, would you be happy with the information presented there?

The Abstract **SHOULD NOT** contain:

- lengthy background information,
- references to other literature,
- elliptical (i.e., ending with ...) or incomplete sentences,
- abbreviations or terms that may be confusing to readers,
- any sort of illustration, figure, or table, or references to them.

Key Words - Some publications request "keywords". These have two purposes. They are used to facilitate keyword index searches, which are greatly reduced in importance now that on-line abstract text searching is commonly used. However,

they are also used to assign papers to review committees or editors, which can be extremely important to your fate. So make sure that the keywords you pick make assigning your paper to a review category obvious (for example, if there is a list of conference topics, use your chosen topic area as one of the keywords).

Back-Up Everything!

What back-up methods do you use??

Electronic or hard copy or both?

Do you keep copies at uni and at home?

Dropbox

Writing Methods for Thesis & Journal Articles

Points to think about:

How are methods sections in a thesis different to when writing a paper?

1. Level of detail (both method detail and materials detail)
2. Referencing
3. Thesis may have general methods and then specific detail within each chapter

What is important when writing methods?

1. Keeping good records (lab books)
2. Writing up as you go

What about the Materials??

1. You should all keep a detailed record of all the equipment you use, i.e. put in detail about the type of microscope and the information about where you source antibodies and the types of pipettes you use – *everything*

Any scientist should be able to pick up your methods section and replicate your experiment exactly. So you **MUST**

1. Describe the experimental design in a manner that allows the reader to replicate your experiment. If the reader is unable to understand and use the report, the work is good for nothing.
2. Look at theses and papers in your area and see whether others use the scientific terms for animals or not (i.e. do they use Murine or mouse?). It is a good idea to do the same. If unsure, ask your supervisor.
3. Chemicals are identified by using a generic name or standard, well-known abbreviations and not their trade names. If you write hydrochloric acid (HCL) and include it in your glossary, from that point onwards you can say HCL rather than spell it out again.
4. Include diagrams and tables if it makes your method easier to describe.

Other Tips

1. Write it in past tense as these are experiments you have already done

2. Write in the passive voice "The mouse was anaesthetised" not "I anaesthetised the mouse"
3. Be careful not to make it sound like a recipe! For example "First, take a clean, dry 100 ml test tube from the rack. Next, add 50 ml of distilled water." Should read: "50 ml of distilled water was poured into a clean, dry 100 ml test tube". Can you think of another way to word this so the number isn't starting the sentence?
4. Don't forget to say how you analysed the data and what stats program you used. For example "One way ANOVA was used to compare mean weight gain in weight-matched calves fed the three different rations."
5. Don't include results in your methods section!!! This may seem obvious, but it happens all the time!
6. When you add in the control, make sure you say what the control is for – example "As a control for the temperature change, we placed the same amount of solute in the same amount of solvent, and let the solution stand for five minutes without heating it."

PowerPoint Presentations

Make your slide show a visual aid and not a visual distraction

- **Practice Delivery:** A knockout business presentation is so captivating it makes you forget about the speaker and become absorbed in the talk. Practice your delivery over and over until you remove the distractions including nervous tics and uncomfortable pauses. Pay particular attention to your body language. Is it non-existent or overly excessive? Also pay attention to the tone and pitch of your voice. Good presenters work the stage in a natural manner.

Seven Deadly Sins of PowerPoint Presentations

1. Slide Transitions And Sound Effects.

They become the focus of attention, which in turn distracts the audience. Worse yet, when a presentation containing several effects and transitions runs on a computer much slower than the one it was created on, the result is a sluggish, almost comical playback. Such gimmicks rarely enhance the message you're trying to communicate. Unless you are presenting at a science fiction convention, leave out the laser-guided text!

Leave the fade-ins, fade-outs, wipes, blinds, dissolves, checkerboards, cuts, covers and splits to Hollywood filmmakers. Focus on your message, not the technology.

2. Standard Clipart.

PowerPoint is now so widely used the clipart included with it has become a "visual cliché." It shows a lack of creativity and a tired adherence to a standard form. First, make certain that you need graphics to enhance your message. If you do, use your own scanned photographs or create your own graphics.

3. Presentation Templates.

Another visual cliché. Templates force you to fit your original ideas into someone else's pre-packaged mould. The templates often contain distracting backgrounds and poor colour combinations. Pick up a good book on Web graphics and apply the same principles to your slides. Create your own distinctive look or use your company logo in a corner of the screen.

4. Text-Heavy Slides.

Projected slides are a good medium for depicting an idea graphically or providing an overview. They are a poor medium for detail and reading. Avoid paragraphs, quotations and even complete sentences. The audience will be able to digest and retain key points more easily with less words on the slide. Don't use your slides as speaker's notes or to simply project an outline of your presentation.

5. The "Me" Paradigm.

Presenters often scan a table or graphic directly from their existing print corporate material and include it in their slide show presentations. The results are almost always sub-optimal. Print visuals are usually meant to be seen from 8-12 inches rather than viewed from several feet. Typically, they are too small, too detailed and too textual for an effective visual presentation. The same is true for font size; 12 point font is adequate when the text is in front of you, but it needs to be much larger in a slideshow. Make certain all elements of any particular slide are large enough to be easily seen. Size really does matter.

6. Reading.

An oral presentation should focus on interactive speaking and listening, not reading by the speaker or the audience. The demands of spoken and written language differ significantly. Spoken language is shorter, less formal and more direct. Reading text ruins a presentation. One of your goals as a presenter is to capture and hold the audience's attention. Often, parts of an effective presentation depend on creating suspense to engage the audience. If the audience can read everything you're going to say, that element is lost.

7. Faith in Technology.

You never know when an equipment malfunction or incompatible interfaces will force you to give your presentation on another computer. Be prepared by having a back-up of your presentation on a USB. With it, you can still make last-minute changes.

Some Useful Links

Program Rules

<http://www.adelaide.edu.au/graduatecentre/program-rules/health-sciences/>

Scholarship related forms

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

THESIS PRINTING ALLOWANCE

If you have an Australian Postgraduate Award

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

Postgraduate Handbook

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

School of Education Researcher Education & Development (RED) Unit

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

Card Services

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

International Student Information

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

Graduate Studies:

http://www.adelaide.edu.au/Graduate_Studies/courses/index.html

Codes of Practice:

http://www.adelaide.edu.au/Graduate_Studies/courses/index.html#code

Maths Learning Centre:

<http://www.maths.adelaide.edu.au/MLC/mlcmain.html>

Integrated Bridging Program:

<http://www.acue.adelaide.edu.au/IESL.html>

Information Technology:

<http://emu.health.adelaide.edu.au/ITweb.nsf/>

Advisory Centre for University Education:

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

Grievance Procedure:

http://www.adelaide.edu.au/Graduate_Studies/courses/index.html#grievance

Ethics:

<http://www.adelaide.edu.au/secretariat/ethics/>

Structured Program:

<http://www.acue.adelaide.edu.au/sp/>

IP

<http://www.adelaide.edu.au/graduatecentre/handbook/06-conduct-research/04-intellectual-property/>



PhD Student James Swift doing testing in the Pain and Anaesthesia Research Clinic (PARC)



Transcranial magnetic stimulation in the Neurophysiology of Human Movement Lab