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Dear Student

Welcome to the School of Medicine and Pharmacology.

These guidelines are to inform you of basic administrative procedures and to assist in finding your way around the School.

You will also find useful information in various websites such as:

The University of Western Australia: http://www.uwa.edu.au

School of Medicine and Pharmacology:

http://www.meddent.uwa.edu.au

http://www.pharm.uwa.edu.au

Graduate Research School of UWA: http://www.postgraduate.uwa.edu.au

More specific information about the Unit you will be working in can be obtained from your supervisor at induction. Ask your supervisor to show you around the unit in which you are undertaking your study and introduce you to some of the staff and students.

I hope you find your time within this School a happy and productive one. We pride ourselves on being a friendly environment, so please do not hesitate to ask School staff for guidance and assistance as you settle in.

Fiona Lake
Head, School of Medicine and Pharmacology
GRADUATE RESEARCH COMMITTEE

The current members of the School Committee are:

Chairperson    Professor Matthew Martin-Iverson (Pharmacology Unit)
Committee Members  Assistant Professor Allan (Fremantle Unit)
                   A/Professor Richard Lake (SCGH Unit)
                   Professor Philip Burcham (Pharmacology Unit)
                   Assistant Professor Natalie Ward (RPH Unit)
                   Professor Nigel Laing (WAIMR)
                   Ms Jude Newberry (ANRI)
                   Ms Kathleen Brown, (Administrative Officer)

This Committee has responsibility for overseeing the progress and welfare of all research students in the School, including MSc and PhD scholars. The Chair of this committee reports to the School Academic Staff Committee each month.

The Committee will follow your progress with great interest and will be available to discuss any issues that may arise. If you have any problems, need assistance or advice, please feel free to contact any member of the Committee. Contact details for the Committee Members can be found in Appendix 4.

GETTING STARTED

Your supervisor will show you around and arrange for your induction. After the formalities please call in to see the Unit Administrative Officer, so that your details can be recorded in the office.

GENERAL INFORMATION

Postgraduate Coordinator
Assistant Professor Jane Allan is the Postgraduate Coordinator. She can sign off on reports and applications which do not specifically require a Head of School signature.

Getting started on your project
It is important to understand the role of the supervisor and the steps involved in producing a thesis. It is highly recommended that the information presented in Appendices 1 - 3 be discussed at the beginning of the study.
Confirmation of Candidature

The University has a process for formal Confirmation of Candidature for PhD students (http://www.postgraduate.uwa.edu.au/studentnet/candidature/confirmation) which includes completing the Academic Conduct Essentials Unit (http://www.ace.uwa.edu.au/welcome). This must be completed to permit enrolment for year 2 of the degree.

A list of task categories to be defined or extended as agreed to by the candidate, supervisor/s and School (as represented by a SMP Unit Advisory Panel) within the Research Proposal has been compiled as detailed below. This will have to be accomplished for formal confirmation of candidates after their first year at the time of submission of the Annual Report.

1. Oral presentation to the Unit of SMP (or Centre) of the proposed research (this should be given as part of the process of developing the research proposal);

2. Approval of Research Proposal;

3. Production of a piece of academic writing such as a substantial portion of the literature review with bibliography;

4. Preparation of any Ethics, OGTR and other approvals required for the research;

5. Passing any relevant courses such as Gene Technology Awareness, PAWES, or Safety courses including Chemical, Laboratory, Laser or Radiation.

Candidates may have to attend training in areas such as statistics or academic writing as specified in the Research Proposal.

Resources
- Every student is supplied with the following:

- Normal University standard of accommodation, including a desk and chair, located in an area which is secure and within a reasonable distance from the host School;

- A lockable filing cabinet, locker or drawer;

- Reasonable access to computing and relevant software facilities;

- Reasonable provision for stationery, postage and receipt of mail;

- Access to printing and photocopying facilities and fax;

- Use of telephone.
**General Induction - site specific**
All students will undergo a general induction process where they will be provided with information regarding:

- **Unit Health and Safety procedures**
  Remember, all accidents must be reported to your Supervisor or Unit Safety Officer.
- **Workspace and resources allocation**
- **Campus Card/Library Access/Library Card** - Issued by the Registrar’s Office and is available to students enrolled at this University.

To order library articles via the website you will need to have a campus card (with barcode) and a password for document delivery requests on-line. For students not affiliated with UWA ask your supervisor how to access the system. Many of the papers you will need for your research will be handled by the Medical and Dental Library of UWA and it is important to be familiar with their system.

- **Security pass (required at some sites)**
- **Computer access/ IT support/ email access**
- **Statistics help:** UWA runs a free statistics clinic to help MSc and PhD students with individual problems. Information can be found at: [http://www.maths.uwa.edu.au/research/consulting/SCG/clinic.html](http://www.maths.uwa.edu.au/research/consulting/SCG/clinic.html)
- **Mail - incoming/outgoing/internal procedures**
- **Ordering procedures**
- **Couriers**
- **Resources - Phone, Fax, Photocopiers, Stationary**
- **Tea Room Facilities**
- **Social groups**
- **Parking/ Public Transport/ local maps**
- **Local facilities - i.e. banking, post office, eateries etc.**

**Risk Assessment and Laboratory Induction - site specific**
For laboratory-based studies, students will be expected to undergo an induction process and may also be expected to attend specific safety training courses. Risk assessment must be done by the individual supervisor.

**RESEARCH TRAINING IN THE SCHOOL.**

It is important that all students reach acceptable levels of presentation, both oral and written.
Oral presentation
You must give a short talk to your Unit explaining the PhD proposal. Timeframes for this presentation will vary from Unit to Unit so check with your Supervisor.

You are expected to make annual presentations to the Unit and to deliver at least one presentation over the course of your study to the Annual Meeting of the School of Medicine and Pharmacology that meets generally in July.

You must listen to skilled research presentations and are required to attend the Research Meetings in your Unit and the Annual Research day of the school

Written presentation:
If your written English is not proficient this should become apparent on preparing the first piece of written work for the year. Some students will be advised to attend short courses at the University to improve their written English.

Plagiarism: The act of taking and using another person’s work (ideas, results, written material) without appropriate acknowledgement is a serious matter. Discuss with your supervisor if unsure.

Your supervisor will have to set aside time for proof reading any material that they have to see before submission. In particular the thesis is a large document typically requiring several rounds of editing. Talk to your supervisor about when they are free to proof read and find out what turn around time they can manage. They have other commitments and cannot edit all your material in the last month.

It is expected that you will attend national conferences during your study and you should be aware that membership of specialist societies provides opportunities to fund these trips. In the last 18 months of study it is a good strategy to travel to a conference and present your data if possible. This will help decide the final direction of your thesis, and where you would like to go in the future.

Students are to develop critical appraisal skills outside their specialist project. Therefore students are required to attend Journal Club even if the articles are outside their immediate study area. You are expected to present journal articles regularly and to participate in the discussion.
LABORATORY RESEARCH RELATED MATTERS

The issues below will be covered in more detail by your Supervisor if you require these services.

Risk Assessment:
There is a legal requirement to assess risks and where these are found to be significant the assessment must be written. These are discussed in more detail in the School’s "Statement of Safety and Health Management". Before ordering hazardous materials a Material Safety Data Sheet and a risk assessment form describing their use will be required.

Gene Technology:
Before commencing any work with genetically modified organisms you must attend a Gene Technology Awareness Session. The UWA Biological Safety Officer, Dr Sylvia Lachberg (6488 8782), runs this course.

Purchases:
Materials for the laboratory are purchased by your group and signed off by your supervisor. Any items of a hazardous nature, e.g. many chemicals should be cleared first with the Unit’s Safety Officer (see Appendix 4).

Radioisotope Badge:
Work with isotopes can only be performed by appropriately trained individuals. Contact the radiation safety officer in your unit to discuss your needs for a badge to monitor your radiation exposure.

Vivisection License:
Experiments involving animals require each individual to apply for permission to use animals. Ask your supervisor if you need one and how to arrange for it.

ACADEMIC RESEARCH INTERESTS

Academic Research Interests for the School can be found at the School of Medicine and Pharmacology Website:

http://www.meddent.uwa.edu.au

http://www.pharm.uwa.edu.au
CODE OF GOOD PRACTICE

Please become familiar with UWA Graduate Research School Code of Good Practice.

The following is extracted from the Graduate Research School Code of Good Practice, with the full document available at:
http://www.postgraduate.uwa.edu.au/policies/good_practice

“Code of Good Practice for Graduate Research Supervision

9 Candidates

9.1 Regulatory Obligations and Quality Assurance
(a) Candidates are expected to become familiar with the rules governing the degree course in which they are enrolled.
(b) It is expected that candidates will be aware of, and read where appropriate, University rules, regulations, policies, and procedures and regulations as listed in Section D.
(c) Candidates must present to the supervisor a research proposal and an annual progress report at periods specified by the Board and/or faculty and in accordance with the relevant rules and guidelines.
(d) Candidates are expected to devote at least 30 hours per week (or equivalent if the candidature is part-time) to research higher degree studies.
(e) Candidates are expected to advise the supervisor of any significant change in their commitments likely to affect the progress of the research course, and if required ensure that this is communicated to the Head of School and/or Board of the Graduate Research School in the form of an application for variation of candidature.
(f) Candidates who have been advised by a supervisor that they need assistance in communicating orally or in writing in English using the vocabulary and conventions of the discipline must seek assistance as directed or otherwise discuss the recommendation for assistance with the supervisor and Head of School.
(g) In conjunction with supervisors, candidates must make every effort to ensure that they fulfil all academic and administrative requirements promptly and satisfactorily.
9.2 Ethics, Safety and Intellectual Property
(a) Candidates must acquire the necessary health and safety skills by attending health and safety training courses as required, adopting safe working practices relevant to the field of research, and adhering to the ethical practices appropriate to the discipline, including Human Research and/or Animal Experimentation Ethics requirements, at all times.
(b) Candidates must discuss with the supervisor, at the commencement or during the course of candidature, any publication likely to arise during or on the basis of the research project, to ensure appropriate and adequate recognition of the candidate’s and supervisor's contributions to the publication. Any agreement should be recorded in the Candidate - Supervisor Checklist if one is used.
(c) Candidates and supervisors must discuss issues of ownership of data and the consequences for early, unexpected or acrimonious end of the supervisory relationship with regard to the use of these data. Any agreement should be recorded in the Candidate - Supervisor Checklist if one is used.

9.3 Graduate Research Community
(a) Candidates are expected to participate in the intellectual life of the School/Unit through activities such as attendance and presentations at School seminars and conferences.
(b) Candidates are encouraged to participate in training activities, such as workshops on safety and health procedures, and generic skills development workshops and courses offered within the University.
(c) Candidates should, where possible, attend University and/or Guild induction activities.

9.4 Supervision and Candidate-Supervisor Relationship
(a) Candidates should make every effort to build and maintain a supervisory relationship in line with the principles outlined in the Guidelines for Graduate Research Supervisors.
(b) Candidates must make every endeavour to adhere to agreements as set out in the Candidate - Supervisor Checklist (if one is used) or as otherwise negotiated and agreed at the commencement of candidature.
9.5 Specific responsibilities in relation to thesis preparation, submission and examination

(a) Candidates are required to accept responsibility for producing the final copies of the thesis, for the content of the thesis, and for ensuring that it is in accord with the relevant requirements, including the standard of presentation (see University General Rules for Academic Courses 2.4 Division 4 and 3.1 Division 1).

(b) In cases where a thesis is classified "Resubmit" or is passed subject to correction, candidates are required to complete the necessary revisions / corrections within the time limit specified and provide any statement addressing the corrections requested by the Board of the Graduate Research School or faculty concerned.

9.6 Grievances and Appeals

(a) Candidates must be aware of the Guide to the Postgraduate Research Students Conciliation Process and should informally raise any issues as they arise.

(b) If issues arise which cannot be resolved by informal discussion, candidates must make every effort to follow School procedures to deal with unresolved conflicts or issues with their supervisors, in line with the Guide to the Postgraduate Research Students Conciliation Process.

If a formal Application for Grievance Conciliation is lodged, candidates are expected to cooperate fully with the Chair and the members of the Grievance Conciliation Panel to resolve the Grievance."

FUNDING SOURCES

- Opportunities for Postdoctoral Fellowships
  http://www.research.uwa.edu.au/welcome/research_services/research_grants/finding_funding

- Scholarships - APA and UPA; Dora Lush (NHMRC) - key dates for submission
  http://www.scholarships.uwa.edu.au/home/postgrad
• **Travel Grants**

Most graduate research students are eligible to apply for one travel grant during the course of their studies. These grants are awarded by The University Research Committee for the purpose of travel directly relevant to the candidate’s research work, including fieldwork, conference attendance and travel to gather research data.

For travel within Australia, the awards provide up to a maximum of $505, inclusive of fares and subsistence. For travel overseas, or for absences of more than four weeks, approval must be obtained from the relevant Higher Degrees Committee (and from the Scholarships Committee if the applicant is an award holder). Awards for travel overseas provide an allowance up to a maximum of $1520, inclusive of fares and subsistence. Application forms for Travel Awards may be obtained from your Unit Administrative Officer. For further information contact the Board of Graduate Research Studies, tel 6488 2877. (Information taken from Graduate Research Students Handbook)

**ANNUAL REPORTS**

It is University policy that the progress of research higher degree candidates be reviewed annually. This information will assist you in lodging the Annual Report and answers some frequently asked questions. Your first annual report will be due one year after your initial enrollment.

**The Annual Report**

The Annual Report provides an opportunity for you, your supervisor/s and Head of School to review your progress and to discuss and revise your research plan. It is particularly important to review your progress in light of the Time Limit for your candidature to ensure that you will complete within this limit.

The Annual Report is intended to demonstrate that you are active and making progress as a research candidate. A satisfactory Annual Report is a condition of re-enrolment. Candidates who do not submit a satisfactory report will not have their re-enrolment for the following year approved and continuation of their candidature will be jeopardised.

**What happens once I have lodged my Annual Report?**

Once your report has been received by the Graduate Research School it is reviewed by the Dean of the Graduate Research School. Candidates who have made satisfactory progress will be approved for re-enrolment. Re-enrolment will take place at the end of each academic year and confirmation of enrolment for the following year will be mailed to you by Student Administration.

Enrolments for candidates on suspension will remain unconfirmed until notice of return to study has been received by the Graduate Research School. Your enrolment will then be confirmed and advice forwarded by mail.

If you have incurred a debt to the University eg Parking Fine, Library fine, Amenities and Services Fees, your re-enrolment cannot be processed even if you have lodged the appropriate forms. You should ensure that you clear any outstanding debts as soon as possible. To view debts please go to Student Administrations web site at [http://www.studentadmin.uwa.edu.au](http://www.studentadmin.uwa.edu.au)
**Who has to sign my Annual Report?**

Your Annual Report must be signed by your supervisor/s and Head of School or Graduate Coordinator. Candidates enrolled in two schools must have their report endorsed by both Heads of School. Reports with incomplete or incorrect signatures will be returned to the school. It is preferable that you discuss your progress with all of your supervisors and have them all sign your report. However, if one or more of your supervisors will be unavoidably absent during this period they can supply the report by e-mail, accompanied by an appropriate explanation.

**Who has to lodge a Report?**

All Candidates including candidates on suspension, are required to lodge an Annual Report. Once you submit your thesis for examination you will no longer be required to submit an Annual Report.

**Guidelines on Research Ethics and Research Conduct**

Please familiarize yourself with the following:

APPENDICES
**PhD/M.Sc.**

**SUPERVISION EXPECTATIONS**

Read each pair of statements below and then estimate your position on each. For example, with statement 1 if you believe very strongly that it is the supervisor’s responsibility to select a good topic you would put a ring around ‘1’ and if you think it is definitely the student’s responsibility to select a topic, put a ring around ‘5’. For the purposes of the exercise please avoid ‘X’.

<table>
<thead>
<tr>
<th></th>
<th>The supervisor should develop an appropriate program and timetable of research and study for the student</th>
<th>The supervisor should leave the development of the program of study to the student</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1 2 X 4 5</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>The supervisor is responsible for ensuring that the student is introduced to the appropriate services and facilities of the Department and University</td>
<td>It is the students responsibility to ensure that he/she has located and accessed all relevant services and facilities for research</td>
</tr>
<tr>
<td>3</td>
<td>1 2 X 4 5</td>
<td>A personal, supportive relationship is inadvisable because it may obstruct objectivity for both student and supervisor during candidature</td>
</tr>
<tr>
<td>4</td>
<td>The supervisor should insist on regular meetings with the student</td>
<td>The student should decide when she/he wants to meet with the supervisor</td>
</tr>
<tr>
<td>5</td>
<td>1 2 X 4 5</td>
<td>The student should work independently and not have to account for how and where the time is spent</td>
</tr>
<tr>
<td>6</td>
<td>The supervisor is responsible for providing emotional support &amp; encouragement to the student</td>
<td>Personal counselling and support are not the responsibility of the supervisor – students should look elsewhere</td>
</tr>
<tr>
<td>7</td>
<td>1 2 X 4 5</td>
<td>Students should submit written work only when they want input from the supervisor</td>
</tr>
<tr>
<td>8</td>
<td>The supervisor should assist in the writing of the thesis in whatever capacity is necessary</td>
<td>The writing of the thesis should only ever be the student’s own responsibility and work</td>
</tr>
<tr>
<td>9</td>
<td>The supervisor is responsible for deciding the standard of the thesis</td>
<td>The student is responsible for deciding the standard of the thesis</td>
</tr>
</tbody>
</table>

*June 2003. Adapted by Jane Allan from work by I Moses, Centre for Learning and Teaching, University of Technology, Sydney.*
Sample for consideration: to stimulate discussion

SUPERVISION AGREEMENT - Ph.D. and M.Sc. Students
Adele Graham (HERO) and Barbara Grant (SLC and HERO)
1992 University of Auckland

INTRODUCTION:

Both student and supervisor are to respond to the issues below. If there are two or more supervisors we suggest that this document be negotiated amongst all parties. One of the main objectives of this process is to share understandings so that there is agreement over fundamental (and often mistakenly assumed) beliefs and expectations.

You will notice that space has been left for one of you to record your joint understandings. We suggest a copy is made of the completed document for each party.

We have put personal issues first because they are the most immediate to the supervision process and then listed School and university-level issues that are also relevant.

Supervisor/student understandings:

1. What is a thesis?

Issues to discuss might include:

- what does "thesis" mean?
- what is the appropriate structure?
- what is the appropriate length?
- what is the difference between a thesis that passes and one that is first class?
- titles of good examples in this field?
- what is meant by "originality"?
- who owns papers arising during and after thesis supervision?
2. **Meetings**

Issues to discuss might include:

- frequency and duration of meetings?
- access to supervisor outside of scheduled meeting times?
- who has responsibility to initiate meetings (if not scheduled regularly)?
- protocol for when one person can't make the meeting?

3. **Advice and support**

Issues to discuss might include:

- development of the research proposal: how much input from supervisor, how will this proceed?
- expectations of feedback; how often, in what form, with how much notice?
- support with content e.g. resources, contacts: how much can be expected given the supervisor's knowledge of the area?
- what other kinds of knowledge are needed eg. of the research process, of academic writing etc. - what resources does the supervisor know of, how much help can she/he give?
- are there relevant personal circumstances that might make the supervision or completion of the thesis difficult eg. student suffering financial hardship or experiencing relationship difficulties or supervisor going on sabbatical or expecting a baby?

4. **Time frame**

Issues to discuss might include:

- how long should the different stages take to complete?
- what would be a realistic completion date in view of our separate commitments and School policy?
5. Joint supervisors

- If there is a disagreement about methods etc. between joint supervisors, how is this to be resolved?

6. Other 'supervisor/student understandings' issues?

School expectations and resources:

1. Written information

- what School handbooks or other documents are relevant for postgraduate students?

2. What access does the student have to:

- a study place?

- tea/coffee facilities?

- photcopying, interloan fees etc.?

- paid work e.g. tutoring?

- funding/research grants?

3. What expectations does the School have of the student?

- seminar presentation of thesis in progress?

- what else?

4. What are the School procedures for monitoring the supervision in the event that one of us is not happy with the progress of the supervision?

5. Other School issues?
FINAL SAY:

The ideal supervisor

- Is approachable and accessible
- Has published significant research
- Is competent in research methods
- Is interested in the topic
- Has reasonable expectations
- Is consistent in requirements and advice
- Takes his/her role as important
- Is interested in her/his candidates' welfare

The ideal supervisee

- Develops a strong interest, even passion for, the project she/he is researching
- Is persevering
- Is organized and efficient
- Is independent yet co-operative
- Is painstaking and intellectually rigorous
- Is good at communicating
Appendix 4

Useful Contacts:

Head of School: W/Professor Fiona Lake 9346 3928

Heads of Units:

  W/Professor Tim Davis (Fremantle) 9431 3228
  W/Professor Gary Jeffrey (SCGH) 9346 2098
  W/Professor Gerald Watts (RPH) 9224 2864
  Professor Peter Henry (Pharmacology) 9346 3123

Graduate Coordinator Assistant Professor Jane Allan 9431 2641

School Manager Ms Carla Tarpay 9224 0250

Dean, Graduate Research School Prof. Robyn Owens 6488 7110

Manager, Graduate Research & Scholarships Dr Sato Juniper 6488 3034

Senior Scholarships Officer Ms Heather Williams 6488 3738

Manager, Students Affairs, Faculty Medicine, Dentistry and Health Sciences Ms Jan Dunphy 9346 2562

School Safety Officers (SO)/Safety Reps (SR):

  Assistant Professor Jane Allan (Fremantle Unit) - SO 9431 2641
  Dr Borut Klopcic (Fremantle Hospital) - SR 9431 3629
  A/Professor Nigel Swanson (SCGH Unit) - SO 9346 3598
  Ms Emma Barber (SCGH Unit - SR 9346 2246
  Dr Julie Proudfoot (RPH Unit) - SR 9224 0392
  Mr Richard Claudius (Pharmacology Unit) - SR 9346 2980
  Professor Vimal Kapoor (Pharmacology Unit) - SO 9346 2506

SMP Guidelines for Graduate Students - 2009 - Final