

Graduate Research Pre-Confirmation Meeting: Departments of Medicine, Obstetrics and Gynaecology, Psychiatry, Radiology and Surgery



The purpose of this meeting is to ascertain that a student is on track for Confirmation of candidature.

The objectives of this meeting are to:

- ensure the student's Advisory Committee has been established
- assist the student to formulate a framework for the research and time estimates for its completion
- identify activities of focus in preparation for the confirmation meeting
- identify any challenges early on or additional skills/training required.

On receipt of this form, students please:

- check your personal details in Section A are correct. If not, update them in my.unimelb
- contact your principal supervisor and postgraduate coordinator to set a date and time for the meeting. This meeting should take place 3-6 months after PhD commencement.
- the completed Postgraduate Student Induction Checklist (attached) should be provided to the postgraduate coordinator at your meeting.
- complete **Section B (B1-B2)** and forward this form to your Supervisor before your meeting

The University of Melbourne collects personal information in accordance with the University's Privacy Policy which can be viewed at unimelb.edu.au/unisec/privacy/

KEY DATES

Commencement date

Confirmation due date

A. STUDENT DETAILS

A.1 Personal details *(if any of these details are incomplete or incorrect, update them in my.unimelb)*

Name

Student number

Contact address

A.2 Course details *(if any of these details are incomplete or incorrect, contact your [graduate research administrator](#))*

Course

Thesis title

Field of Research[†] (FoR)

- 1.
- 2.
- 3.
- 4.

[†]Record up to four FoR codes (six digit) if blank. For a comprehensive list see <http://mro.unimelb.edu.au/content/fields-research>

Faculty/School/Department

Responsibility split (%)

A.3 Coursework subjects (if applicable)

Subject	Grade
Current Weighted Average Mark (WAM) for coursework subjects undertaken	

A.4 Supervisor(s)/Advisory Committee

Name	Role	% Responsibility

B. PRE-CONFIRMATION REVIEW**B.1 Brief thesis overview/research plans**

Provide a plan outlining the proposed project structure and/or the research objectives to be achieved. Describe plans for the next 3-6 months, including enrolment in any required coursework subjects. Include timeframes for any regulatory approvals still required (eg ethics or copyright clearances, goods handling, police checks).

B.2 General comments

Add any comments you wish to make in regards to the progress of your candidature. For example, challenges that have arisen/are likely to arise, whether additional training or assistance is required.

C. PRE-CONFIRMATION MEETING (SUPERVISOR TO COMPLETE)

C.1 Assessment of skills

Does the student have sufficient written and oral communication skills to complete their program?

- Yes
 No

If no, list recommended actions, skills training modules or workshops.

Does the student have a good grasp of the research field?

- Yes
 No

If no, list recommended actions, skills training modules or workshops.

Comment on the literature review or research report (if applicable).

C.2 Briefly review the student's preliminary research questions and comment on whether these provide sufficient scope for doctoral study.

C.3 Record the frequency of current supervision meetings with the student.

- | | | |
|--|---|--|
| <input type="checkbox"/> Daily | <input type="checkbox"/> At least once a week | <input type="checkbox"/> At least once every two weeks |
| <input type="checkbox"/> At least once a month | <input type="checkbox"/> Other (please specify) | |

C.4 Has the student's Advisory Committee been appointed?

- Yes **If no, the Committee must be established now.** Provide the names of the Chair and any additional committee members and forward this completed form to your faculty graduate research administrator for action
- No

Committee Chair

Additional Committee members

C.5 Comment on the student's progress to date and set any specific objectives to meet confirmation.

C.6 Is the student at-risk of making unsatisfactory progress?

- Yes **If yes** list the improvements that must be achieved and when progress against those improvements will be assessed.
- No

C.7 Have you completed the Postgraduate Student Induction form with your student?

- Yes **If no,** the form must be completed before signing this form.
- No

D. SIGNATURES

	Name	Signature	Date (dd/mm/yy)
Student			
Principal Supervisor			
Postgraduate Coordinator			

Form last updated: 10 June 2015

Postgraduate Student Induction Checklist: Coversheet

Student Name:

Department:

Welcome to the University of Melbourne. We hope your time here is rewarding and productive.

- Please complete the attached form with your supervisor(s). It goes through several key areas of importance to you and your supervisors.
- Please complete the form within three months of starting your degree. The form will also need to be reviewed on an **annual** basis, usually as part of your progress review.
- Often our postgraduate students are based outside of the University department and there may be additional key responsibilities associated with that institution (e.g. OHS, ethics requirements).
- **By signing this form, the student and supervisor confirm that the appropriate induction and other arrangements have been completed or will be completed in a timely fashion.**
- Some additional contacts that may be relevant are provided below.

Graduate Research Programs Coordinator: Kim Ng (kmng@unimelb.edu.au)

Postgraduate Coordinators: Chad Bousman (Psychiatry, cbousman@unimelb.edu.au)
Helmut Butzkueven (Medicine, butz@unimelb.edu.au)
Jane Girling (Obstetrics and Gynaecology, jgirling@unimelb.edu.au)
Stephen Rogerson (Medicine, sroger@unimelb.edu.au)
Chris Steward (Radiology, csteward@unimelb.edu.au)
Hongjian Zhu (Surgery, hongjian@unimelb.edu.au)

Laboratory Manager, Royal Melbourne Hospital and Royal Women's Hospital: Jessie Leung (jessiel@unimelb.edu.au)

OHS Advisor, Royal Melbourne Hospital and Royal Women's Hospital: Katia Somerville (ksomerville@unimelb.edu.au)

Laboratory Manager and OHS Advisor, Mercy Hospital for Women: Susan Hisheh (shisheh@unimelb.edu.au)

The University of Melbourne Human Ethics: <http://www.orei.unimelb.edu.au/content/human-ethics>

The Melbourne Health Human Research Ethics <https://www.thermh.org.au/research/researchers/ethics>

The Royal Women's Hospital Research and Ethics Committees: <https://www.thewomens.org.au/research/research-committees-and-resources/>

The Mercy Hospital for Women Research and Ethics Committee: <http://www.mercyhealth.com.au/au/research/Pages/Submissions.aspx>

Research Integrity and the Responsible Conduct of Research

Checklist for Research Students and their Supervisors

Introduction

How can research higher degree supervisors help to actively promote the responsible conduct of research? What are some of the issues that supervisors and their students need to work through?

This checklist is designed to assist supervisors and students to not only meet their obligations under the University's Code of Conduct for Research but also engage in a broader dialogue about research integrity and the responsible conduct of research.

The checklist draws upon and refers to a number of key policy documents setting out the University's standards and requirements in relation to the conduct of research. The starting point is the **Code of Conduct for Research** (*Regulation 17.1.R8*) (the Code) which prescribes standards of work performance and ethical conduct expected of all persons engaged in research in The University of Melbourne.

All researchers (staff and students) are required to familiarise themselves with this Code and related policies and to take personal responsibility for ensuring that their specific research practices meet these standards.

Academic heads of departments and supervisors of research students have an additional responsibility: to actively ensure that their staff and students have access to the Code and other relevant information and advice to support their compliance with the requirements and to promote the highest of standards in research integrity. The checklist attached is provided to assist supervisors to fulfil this responsibility to their research students.

In working through each of the items on the list, supervisors can discuss

- what research integrity means to them, to the University, to researchers and the community;
- what the University requires of all its staff and students;
- relevant 'discipline codes'; and
- project-specific requirements (e.g. laboratory notebook keeping or human ethics approvals).

It is recommended that supervisors and their students use this checklist at the commencement of candidature, come back to it during various phases of the project and review it at least annually.

The Concept of Research Integrity

For the individual researcher, integrity embodies above all a commitment to intellectual honesty and personal responsibility for one's actions and to a range of practices that characterise the responsible conduct of research, including

- intellectual honesty in proposing, performing, and reporting research;
- accuracy in representing contributions to research proposals and reports;
- fairness in peer review;
- transparency in conflicts of interest or potential conflicts of interest;
- protection of human participants in the conduct of research;
- humane care of animals in the conduct of research; and
- effective record-keeping.

For an institution, it is a commitment to creating an environment that promotes responsible conduct by embracing standards of excellence, trustworthiness, and lawfulness.¹

Developed by the Melbourne Research Office in consultation with the Melbourne School of Graduate Research (June 2009)

¹ See *Integrity in Scientific Research: Creating an Environment That Promotes Responsible Conduct* (2002): A Report of the US National Academies. (<http://www.nap.edu/books/0309084792/html/>)

Checklist for Research Students and their Supervisors

Topic	Recommended Action for the supervisor	University Resources	Dept. Resources	Discussed	Comments (incl. actions arising from meeting and completion dates)
1. University Email Address	Confirm that you and your student routinely access your/their University email address. If necessary, organize that all University emails are forwarded to your/their preferred email address.	All RHD students are provided with a University email address. It is mandatory that you and your student check your University email address on a routine basis as all University correspondence (e.g. progress review documentation) will come to this address.	Refer to RHD Induction Kit for Students or contact GR Coordinator, Kim Ng for instructions on activating email accounts and forwarding emails: kmng@unimelb.edu.au	Yes/No	
2. Graduate Research Hub	Confirm your student is aware of the Graduate Research Hub, which is accessible via the University website and provides extensive information about RHD degrees.	http://gradresearch.unimelb.edu.au/		Yes/No	
3. Australian Code for the Responsible Conduct of Research (ACRCR)	Provide your student with a copy of the ACRCR. Discuss the ACRCR, and compare its requirements to that in the University Code.	http://www.nhmrc.gov.au/publications/synopses/r39syn.htm		Yes/No	
4. Code of Conduct	Provide your student with a copy of the University's Code of Conduct for Research. Discuss the Code; its purpose and main elements. Invite discussion or clarification of any of its provisions. Draw attention to any relevant discipline-specific or professional codes of conduct. Discuss why they were developed and their major provisions. Discuss/debate what some of the consequences might be if the requirements of such codes are not followed.	Link to University Statute – Code of Conduct for Research http://www.unimelb.edu.au/Statutes/r171r8.html	<u>Medicine</u> : Refer to relevant links in Induction Kit documents. <u>Obstetrics and Gynaecology</u> : Refer to relevant links in Induction Kit documents.	Yes/No	
5. Local policies and guidelines	Provide your student with any faculty or departmental policy documents or guidelines pertaining to the conduct of research in their department.		<u>Medicine</u> : Refer to relevant links in Induction Kit documents. <u>Obstetrics and Gynaecology</u> : Refer to relevant links in Induction Kit documents.	Yes/No	

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<p>6. Conflict of Interest</p>	<p>Discuss the concept of 'conflict of interest' in research with the student and direct them to the University's policy.</p> <p>Discuss any potential conflicts of interest that may be associated with their project and agree on how they will be managed in accordance with the University's Code and policy.</p>	<p>Link to MRO Conflict of Interest brochure: http://mro.unimelb.edu.au/sites/default/files/public/brochures/pub51web.pdf</p> <p>Website: http://www.orei.unimelb.edu.au/content/conflict-interest</p>	<p><u>Medicine</u>: Refer to relevant links in Induction Kit documents.</p> <p><u>Obstetrics and Gynaecology</u>: Refer to relevant links in Induction Kit documents.</p>	<p>Yes/No</p>	
<p>7. Ethics committee approvals and regulatory requirements</p>	<p>Discuss with your student whether their research will require approval from –</p> <ul style="list-style-type: none"> <input type="checkbox"/> Animal Experimentation Ethics Committee <input type="checkbox"/> Human Research Ethics Committee (or Department Human Ethics Advisory Group) <input type="checkbox"/> Gene Technology and Biosafety Committee. <p>- Ensure all ethical and related approvals are in place.</p> <p>Ethics and other approvals may be required for other institutions, depending on where you are located and where the research is conducted. This should be discussed and appropriate approvals put in place.</p>	<p>Human Ethics webpage http://www.orei.unimelb.edu.au/content/human-ethics</p> <p>Animal Ethics webpage http://www.orei.unimelb.edu.au/content/animal-ethics</p> <p>Gene Technology and Biosafety http://orei.unimelb.edu.au/content/gene-technology-and-biosafety</p> <p>MRO Ethics brochures http://mro.unimelb.edu.au/sites/default/files/public/brochures/pub66.pdf http://mro.unimelb.edu.au/sites/default/files/public/brochures/pub68_animaethics_2013_web.pdf</p>	<p>RMH Ethics: https://www.thermh.org.au/research/researchers/ethics</p> <p>RWH Ethics: https://www.thewomens.org.au/research/research-committees-and-resources/</p> <p>Mercy Hospital Ethics: http://www.mercyhealth.com.au/au/research/Pages/Submissions.aspx</p>	<p>Yes/No</p>	
<p>8. Licenses, permits and permissions</p>	<p>Discuss with your student whether there are any licences, permits or permission necessary to their research that must be obtained prior to research commencing, eg.</p> <ul style="list-style-type: none"> <input type="checkbox"/> import approvals for materials, <input type="checkbox"/> licences to access certain areas, <input type="checkbox"/> licences to use certain materials through, for example, a Materials Transfer Agreement. <input type="checkbox"/> permissions from government agencies or communities including where projects may involve <input type="checkbox"/> Native fauna or flora Biodiversity protection <input type="checkbox"/> Historical or cultural artefacts <input type="checkbox"/> Travel permits <input type="checkbox"/> Access to premises or regions <input type="checkbox"/> Scheduled poisons <input type="checkbox"/> Scheduled carcinogens <input type="checkbox"/> Closed radiation sources 		<p>Laboratory Manager, Royal Melbourne Hospital and Royal Women's Hospital: Jessie Leung (jessiel@unimelb.edu.au 90356745)</p> <p>OHS Advisor, Royal Melbourne Hospital and Royal Women's Hospital: Katia Somerville (ksomerville@unimelb.edu.au)</p> <p>Laboratory Manager and OHS Advisor, Mercy Hospital for Women: Susan Hisheh (shisheh@unimelb.edu.au)</p>	<p>Yes/No</p>	

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Topic	Recommended Action for the supervisor	University Resources	Dept. Resources	Discussed	Comments (incl. actions arising from meeting and completion dates)
<p>9. Authorship</p>	<p>Discuss the University's requirements for a person to be attributed as an author of a publication.</p> <p>Discuss "up front" the publication strategies and recognition of contributions that should apply to the student's project.</p> <p>Revisit these prior to work being prepared or submitted for publication; always agree on authorship, authorship order, and attribution in each specific instance.</p>	<p>University Statute – Code of Conduct for Research http://www.unimelb.edu.au/Statutes/r171r8.html</p> <p>See authorship and publication website http://www.orei.unimelb.edu.au/content/authorship-and-publication-practices</p>		<p>Yes/No</p>	
<p>10. Management of Research Data and Records</p>	<p>Discuss with the student how they plan to collect, store and use the research data and records generated by their research.</p> <p>Consider the following issues –</p> <ul style="list-style-type: none"> <input type="checkbox"/> Storage– location and identification <input type="checkbox"/> Security and protection from damage/destruction <input type="checkbox"/> Accessibility <input type="checkbox"/> Removal or destruction <input type="checkbox"/> Privacy, confidentiality, restrictions <input type="checkbox"/> Discipline-specific practices and codes <p>And where applicable:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sponsored research– if the research is externally funded, are there any conditions of the grant or contract that affect what data is collected or stored? <input type="checkbox"/> Laboratory notebooks <input type="checkbox"/> Records required for patenting <input type="checkbox"/> Human participants (incl. consent forms and clinical trials) <input type="checkbox"/> Indigenous communities and ethnographic data <input type="checkbox"/> Potential archival and long-term value 	<p>MRO Management of Research Data and Records web page https://policy.unimelb.edu.au/MPF1242</p> <p>Management of Research Data and Records webpage: http://orei.unimelb.edu.au/content/data-and-records</p>	<p><u>Medicine</u>: Refer to relevant links in Induction Kit documents.</p> <p><u>Obstetrics and Gynaecology</u>: Refer to relevant links in Induction Kit documents.</p>	<p>Yes/No</p>	

Checklist for Research Students and their Supervisors

Topic	Recommended Action for the supervisor	University Resources	Dept. Resources	Discussed	Comments (incl. actions arising from meeting and completion dates)
11. Intellectual Property (IP)	<p>Have a discussion with student about "IP" and its effective management, e.g.</p> <ul style="list-style-type: none"> <input type="checkbox"/> What constitutes IP in this project <input type="checkbox"/> How to protect it <input type="checkbox"/> How to exploit it <input type="checkbox"/> The importance of Moral Rights <input type="checkbox"/> Use of the other people's IP <ul style="list-style-type: none"> - Legal Obligations - Moral or ethical obligations - Conventions and codes in academic and research organisations - IP in collaborative projects 	<p>Intellectual Property Statute and Guides to IP for Students and Supervisors http://mro.unimelb.edu.au/sites/default/files/public/brochures/pub69.pdf</p> <p>See Intellectual Property website http://mro.unimelb.edu.au/content/intellectual-property</p>	<p>Refer to relevant links in local Induction Kit documents.</p>	<p>Yes/No</p>	
12. Occupational Health and Safety and Environment (OHSE)	<p>Ensure that the student has completed RMH/Parkville OHSE induction and local worksite OHSE induction and knows their local OHSE management representative and staff representatives. Make arrangements for this if necessary.</p> <p>Ensure the student completes mandatory OHSE training requirements within the first 6 weeks of commencement.</p> <p>Ensure student and supervisor complete Health Information form</p> <p>Discuss with the student any specific OHSE issues related to their research work – eg. laboratory safety, hazards, fieldwork, travel overseas. Discuss with and show the student SOPs and OHSE risk assessments for the activities to be undertaken throughout the research project.</p> <p>Additional OHSE arrangements may be necessary; depending on where the student is located (e.g. hospital based training, Institute specific training) and should be discussed and put in place.</p> <p>Discuss the OHSE supervisory arrangements with the student.</p>	<p>OHSE TRAINING REQUIREMENTS website – https://intranet.mdhs.unimelb.edu.au/ohs-training-requirements</p> <p>Faculty of Medicine Dentistry & health Sciences OHSE website - http://intranet.mdhs.unimelb.edu.au/ohse</p> <p>University Health and Safety: https://safety.unimelb.edu.au/</p>	<p>INDUCTION & TRAINING ENQUIRIES Contact OHS Advisor -</p> <p>RMH & RWH: Katia Somerville (8344 7981/ ksomerville@unimelb.edu.au)</p> <p>Mercy: Susan Hisheh (shisheh@unimelb.edu.au)</p>	<p>Yes/No</p>	

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Topic	Recommended Action for the supervisor	University Resources	Dept. Resources	Discussed	Comments (incl. actions arising from meeting and completion dates)
<p>13. Advice and complaints about research conduct</p>	<p>Explain where advice and assistance can be sought and what the procedures and structures are for dealing with questions, concerns or complaints about the conduct of research.</p>	<p>Research integrity website: http://orei.unimelb.edu.au/content/research-integrity-and-misconduct</p> <p>Graduate Student Association - http://www.gsa.unimelb.edu.au/</p> <p>UMSU Advocacy Service http://umsu.unimelb.edu.au/need-help/advocacy/</p>	<p><u>Contact GR Academic Coordinators:</u></p> <p><u>Medicine:</u> Helmut Butzkueven/Stephen Rogerson <u>Psychiatry:</u> Chad Bousman <u>Surgery:</u> HongJian Zhu <u>Radiology:</u> Chris Steward <u>Obs & Gyn:</u> Jane Girling</p>	<p>Yes/No</p>	
<p>14a. Weekly time commitments expected</p> <p>14b. Recreational leave arrangements (four weeks/year)</p>	<p>A full-time student would be expected to devote at least 40 hours a week and a part-time student about half of this.</p> <p>Candidates may take up to four weeks of recreation leave in each year by arrangement with their supervisors and their department. A recreation leave form is not required by the School of Graduate Research, however Department procedures may require the completion of a recreation form. Leave taken will not alter the submission date. Discuss expectations with student.</p>	<p>Full details of variations that can be made to your candidature are available on the Graduate Research Hub. http://gradresearch.unimelb.edu.au/</p> <p>http://gradresearch.unimelb.edu.au/being-a-candidate/making-changes</p>	<p>Contact GR Coordinators or GR Administrator (Kim Ng – 8344 3296, kmng@unimelb.edu.au)</p>	<p>Yes/No</p>	
<p>15. Employment Graduate Research and Employment - MDHS Guidelines for students and Supervisors</p>	<p>Advise graduate researchers about employment guidelines and ensure adequate time commitments for satisfactory academic progress.</p>		<p>Graduate Researcher Employment Details form (attached to this checklist)</p>	<p>Yes/No</p>	
<p>16. Supervisor Registration and Training</p>	<p>All supervisors should be registered and trained according to the Supervision of RHD Students Policy.</p> <p>If not, please apply to register and enrol in Supervisor training courses.</p>	<p>http://policy.unimelb.edu.au/MPF1244</p> <p>http://cshe.unimelb.edu.au/prof_dev/supervisors/index.html</p> <p>Apply to register: rhd-policy@unimelb.edu.au</p> <p>Enquiries: Amanda Davis (amanda.davis@unimelb.edu.au) Ph: 8344 6568</p>		<p>Yes/No</p>	

Checklist for Research Students and their Supervisors

Topic	Recommended Action for the supervisor	University Resources	Dept. Resources	Discussed	Comments (incl. actions arising from meeting and completion dates)
17. Supervisory Meetings: Time/frequency	Set up regular meeting times with the student.	See the supervision role of supervisors sections of the: Supervision Policy http://policy.unimelb.edu.au/MPF1244#section-3.4 Graduate Research Hub: http://gradresearch.unimelb.edu.au/roles-and-responsibilities/working-with-my-supervisors	Contact Supervisors or GR Coordinators for advice	Yes/No	
18. Thesis outline/Research plan/Timelines	Discuss timelines with student.	Information about the duration of particular RHD courses can be found at the Graduate Research Hub, http://gradresearch.unimelb.edu.au/getting-started/mapping-my-degree		Yes/No	
19. What is needed to complete an adequate thesis	Discuss expectations with student. Please also review the Thesis Editing Guidelines with your student.	Graduate Research Hub, http://gradresearch.unimelb.edu.au/ Thesis writing help: http://ask.unimelb.edu.au/app/answers/detail/a_id/3221/~/-/thesis-writing-help Thesis editing guidelines: http://gradresearch.unimelb.edu.au/preparing-my-thesis/writing-the-thesis A catalogue of all theses submitted at The University of Melbourne http://www.lib.unimelb.edu.au/collections/special/collections/umtheses/		Yes/No	

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<p>20. Courses needed for successful, timely completion, including, Library skills, computer skills, writing, presentation statistics, English Language skills etc</p>	<p>Check relevant UpSkills and Postgraduate Essentials courses on offer to all postgraduate students through MSGR.</p>	<p>Info is available online at, http://cshe.unimelb.edu.au/prof_dev/grad_researchers/upskills/</p> <p>Postgraduate Essentials courses are also available to PhD candidates, http://cshe.unimelb.edu.au/prof_dev/grad_researchers/GRE/P/pe1.html</p>		<p>Yes/No</p>	
<p>21. Facilities /Resources available</p> <p>General Facilities available within the department</p> <p>Facilities the student will need to specifically complete the research project.</p> <p>Financial resources</p>	<p>Ensure student clearly understands their entitlement with regards to basic infrastructure support.</p>	<p>The University's infrastructure support policy is available at, http://gradresearch.unimelb.edu.au/staff/principles</p> <p>For information on Travelling Scholarships at the Postgraduate Scholarships website see, http://cms.services.unimelb.edu.au/scholarships/pgrad/local/available/travelling</p> <p>Hobsons Course Finder Scholarship Search, http://www.hobsonscoursefinder.com.au/scholarship/search#.VaXagWN4Oth</p>	<p>Dept facilities and support: RMH Nick Christopher Scholarships, Dept. Student Awards/Prizes: http://www.medrmhwh.unimelb.edu.au/Students/scholarships.html</p> <p>Obstetrics and Gynaecology: Hubert Sydney Jacobs Memorial Scholarship: See emails from Postgrad Coordinator. Conference support grants: http://www.obsgyn.unimelb.edu.au/students/conference.html Thesis Production Costs: http://www.obsgyn.unimelb.edu.au/students/thesis.html</p>	<p>Yes/No</p>	
<p>22. PhD Coursework in Neuroscience</p>	<p>Advise relevant students to enrol in the optional coursework component.</p>	<p>Brochure available at: http://www.neuroscience.unimelb.edu.au/sites/default/files/2015%20PhD%20Course%20brochure_ONLINE_Revised.pdf</p> <p><u>Contact Course Convener:</u> Dr. Kathy Lefevere-Burd (9035 7082) lefevere@unimelb.edu.au</p>	<p>Contact GR Academic Coordinators and GR Administrator, Kim Ng (8344 3296)</p>	<p>Yes/No</p>	

Checklist for Research Students and their Supervisors

Topic	Recommended Action for the supervisor	University Resources	Dept. Resources	Discussed	Comments (incl. actions arising from meeting and completion dates)
<p>23. RHD Candidature: Specific requirements for Confirmation E.g. completion of coursework and grades needed, English language standards etc. Progress meetings</p>	<p>Discuss expectations and plan deadlines with student.</p> <p>Set up the Advisory Committee consisting of the Supervisors, RHD Coordinator and Independent Panel Member. Ensure students are aware of requirements of Confirmation meeting, followed by annual progress meetings and oration presentations to be held during the Fri morning seminars.</p>	<p>A number of resources for Probationary PhD candidates are available including the Preparing for Confirmation page, http://gradresearch.unimelb.edu.au/being-a-candidate/confirmation http://gradresearch.unimelb.edu.au/getting-started/mapping-my-degree</p>	<p>Procedure Document found on RHD Seminar Series website: http://www.medrmhwh.unimelb.edu.au/NewsEvents/studentseminars.html</p> <p>Contact GR Administrator, Kim Ng (8344 3296) to book Confirmation, Progress Meetings. Contact Chris French to book Orations: frenchc@unimelb.edu.au</p> <p>Obstetrics & Gynaecology:_Contact Jane Girling to organize Confirmation, progress meetings and Orations.</p>	<p>Yes/No</p>	
<p>24. Involvement in Departmental activities e.g. Student Groups, seminars, committees</p>	<p>Introduce student to key departmental staff like the Academic Coordinators and GR Administrator.</p> <p>Ensure student knows about departmental practices and where important resources are located.</p> <p>All students are expected to routinely attend their local seminar series.</p>	<p>Check out GSA's departmental group schemes designed to help orientate new students and promote activities and events happening within the department.</p> <p>http://www.gsa.unimelb.edu.au/</p>	<p>http://www.medrmhwh.unimelb.edu.au/NewsEvents/seminars.html</p> <p>http://www.surgeryrmh.unimelb.edu.au/student.html</p> <p>Obstetrics and Gynaecology Seminar Series Coordinators: RWH:Jane Girling (jgirling@unimelb.edu.au) Mercy:Minh Hien Nguyen (nguyen.m@unimelb.edu.au)</p> <p>RMH Student group, StORM: Contact Stephanie Amiridis (amiridiss@student.unimelb.edu.au)</p>		

Graduate Researcher's Employment Details:

Date: _____

Employment Period (e.g. Jan 2015 – Dec 2015)	Place of Employment	Description of duties and specify relevance to research project (if applicable).	No. of hrs/week (specify if on-call)

A. Initial discussions at the start of candidature

The initial discussion of these issues should be signed-off as completed **within three (3) months of the commencement of candidature.**

Additional Comments:

.....

Supervisor Name:..... Signature: Date:

Supervisor Email:.....

Student Name: Signature: Date:

Student Email 1:

(@unimelb.edu.au)

Student Email 2:

Location: RMH-Main Block/ RMH-MBC (L4 Centre)/ RMH-CSB/ RMH-CMR/ Kenneth Myer Bldg/ Peter Doherty Inst.
 (Please circle one)

Other: (eg. Medical Bldg, RWH, Mercy Hospital, Alfred, Burnet, NARI, Royal Park, etc)

RHD Coordinator:: Signature: Date:

B. As the project unfolds, and new issues arise, circumstances change, e.g. new parties come on board, new partnerships develop, IP develops, there should be ongoing discussion of integrity-related matters. If you wish, add notes re: these discussions.

C. Review at least annually. Update the sign-off

We have reviewed the most recent induction checklist as at:

Supervisor Signature	Date	Student Supervisor	Date	Postgrad coordinator