



THE UNIVERSITY OF
MELBOURNE

DEPARTMENT OF PATHOLOGY
THE UNIVERSITY OF MELBOURNE

Bachelor of Science (Honours)
&
Post-graduate Diploma of Science

(531-496 and 531- 497):

SURVIVAL KIT

2008

ABOUT THIS SURVIVAL KIT

This Survival Kit contains all of the necessary administrative information that you will need for the successful completion of the B.Sc. (Hons) or Post-graduate Diploma of Science Courses within the Department of Pathology for 2008. It is essential that you read the information in this Kit carefully. It is strongly recommended that you keep copies of the pages with the important dates such as those for lectures, seminars, examinations and literature review and thesis submission dates in a prominent position on your desk or work station.

THIS KIT CONTAINS

1. Information on Assessment of the B.Sc. (Hons) & Post-graduate Diploma of Science Course.
2. A detailed explanation of the various components of the Course.
3. A timetable for the compulsory lectures for the B.Sc. (Hons) & Post-graduate Diploma of Science Course.
4. A timetable for compulsory Safety and Animal Handling lectures
5. A copy of the *University of Melbourne Code of Conduct for Research*
(<http://www.research.unimelb.edu.au/admin/res.conduct/code.html#UM%20Code>)
6. A copy of the *Uniform Requirements for Manuscripts submitted to Biomedical Journals*
(JAMA 1997;277:927-934)
7. A telephone list for the Department of Pathology.
8. A copy of the B.Sc. (Hons) 2008 *Introductory Seminar* Examiner's Mark Sheet
9. A copy of the proposed timetable for the B.Sc. (Hons) 2008 *Introductory Seminars*
10. A copy of the B.Sc. (Hons) 2008 *Defence of Thesis Seminar* Examiner's Mark Sheet
11. A copy of the proposed timetable for the B.Sc. (Hons) 2008 *Defence of Thesis Seminars*
12. Course Convenor's Statement.

ASSESSMENT TIMETABLE

The course is composed of the Research Component (531-496) and the Course Work Component (531- 497):

Start date: 18th February 2008
Welcome presentation 10.00am – 12.00 noon.
Peter MacCallum Seminar Room, Level 4, Pathology

531- 496 RESEARCH COMPONENT

- 5%** **Introductory Seminar:**
Wednesday, 16th April 2008: 10.00am – 1.30pm,
Thursday, 17th April 2008: 10.00am – 2.00pm,
Peter MacCallum Seminar Room, Level 4, Medical Building.
Wednesday, 9th April 2008, 5pm * Seminar Abstract emailed to j.ciccotosto@unimelb.edu.au
- 10%** **Literature Review:**
Wednesday, 7th May 2008 5 pm. Hand in to office, Department of Pathology
Tuesday, 28th October 2008., 12 pm. Hand in final version with thesis
- 10%** **“Defence of Thesis” Seminar**
Wednesday, 5th November 2008: 12.00 – 5.00pm,
Thursday, 6th November 2008: 12.00 – 5.00pm,
Peter MacCallum Seminar Room, Level 4, Medical Building
Tuesday, 28th October 2008, 5pm * Seminar Abstract emailed to j.ciccotosto@unimelb.edu.au
- 50%** **Research Report**
Tuesday, 28th October 2008, 12 pm, Hand to office, Department of Pathology

75% **Sub - Total**

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531- 497 COURSE WORK COMPONENT

- 12.5%** **Data Assessment Exercise I**
Wednesday, 11th June 2008: 1.00 - 5.00pm, ESJ King Theatre, Level 3, Medical Building
- 12.5%** **Data Assessment Exercise II**
Wednesday, 23rd July 2008: 1.00 - 5.00pm, ESJ King Theatre, Level 3, Medical Building

25% **Sub - Total**

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ALL STUDENTS SHOULD NOTE:

1. Submission of all written material is by the times and dates indicated in the Assessment Timetable.
2. Submission of the specified assessment tasks later than these times may result in the deduction of marks. The B. Sc. Honours Committee reserves the right to recommend deduction marks for the late submission of any assessment activity at a rate up to 1% per day past the submission date.
30th September 2008. Recommended date that students cease experimental work to allow sufficient time to complete thesis writing.

HONOURS THESIS INFORMATION

**Four copies of your B.Sc. (Honours) thesis must be handed in to the
Department of Pathology Office
by 12 pm, Tuesday, 28th October 2008**

Following examination, one copy will be given to your supervisor, one retained by the Department, and the other copies will be returned to you.

Declaration:

The **Declaration** should indicate the **proportion** of the experimental and written work performed **solely** by the student. The declaration statement in each submitted copy of the thesis must be signed by the student prior to thesis submission.

A statement will also be sought from the supervisor(s) of each student in relation to the **proportion** of the experimental and written work performed **solely** by the student

Introduction/Literature Review: 10% Assessment

The **Introduction/Literature Review** should provide the reader with information which establishes the background to your project and clearly demonstrates the reasons for undertaking the research program. The **Introduction/Literature Review** is to be a critical and analytical summary of literature in the area of the research project. It should be 3,000-5,000 words in length and end with a clear presentation of the aims of the project.

An early submission date of **5 pm on 7th May, 2008**, a single complete copy of the literature review is to be submitted. This copy will form the basis of the updated final version of the literature review that will be submitted as part of the Final thesis (Submitted on 28th October). The initial copy of the literature review should be submitted with **Title** and **Contents** pages and a **Bibliography** set out as for the Research Report (i.e. numbered or in alphabetical order).

Students should note that research areas often evolve significantly in short periods of time with the publication novel experimental data. Consequently, a literature review written early during the B.Sc. (Hons) or Post-graduate Diploma of Science year would need to be updated prior to submission. For this reason, only the final version of the literature review that is incorporated into the thesis will be assessed. The importance of submission of the initial version of the literature review in May, is to ensure that each student becomes thoroughly familiar with their area of research early in the study. For this reason the submission of a single copy of the literature review in May is to be considered as an assessment hurdle. Failure to submit the initial copy of the literature review by 5.00pm on 7th May 2008 may result in the deduction of marks.

RESEARCH REPORT

50% Assessment

The report should summarise your work in sufficient scientific detail to be critically analysed by the examiners.

Formating information

This report should be approximately 30-40 text pages in length (excluding all tables, charts, figures and references) with a maximum of 20-25 pages of figures (tables, graphs and/or illustrations). These figures represent a guideline only. The paper size should be International Standard A4. Font: Times Roman 12pt; Line Spacing: Double spacing. Margins: Top/Bottom: 2.0cm; Left 4cm and Right: 2.0cm.

The research report should contain the following sections arranged in order of:-

Title Page

Acknowledgements

Declaration

Index of Contents

List of Abbreviations

Summary

Introduction

Materials and Methods

Results

Discussion

Bibliography.

Appendices

Bibliography:

The **Bibliography** should indicate all references used within the report in alphabetical order and should be numbered. Any format used by a reputable scientific journal is acceptable. **References** in the text may be indicated by numbers or by listing the authors (refer below) in chronological order.

Examples of references:

Reference format Location

... (Smith *et al.*, 1996)... in the text

... (Smith *et al.*,1996; Raison *et al.*, 2008)... in the text

... Smith *et al.* (1996) concluded... starting a sentence

Although **B.Sc. (Honours) reports** for years up to 1997 are available for perusal, please note that these theses include an Introduction that was usually a shortened, highly thesis-specific version of the Literature Review. Prior to 1998, the Literature Review was a separate document from the Introduction and was assessed independently of the thesis. In your thesis the Introduction/Literature Review are to be one document as described above

The research reports may be collected from the Department of Pathology office, Level 5, Medical Building, by Monday, 15th December 2008.

INTRODUCTORY SEMINAR - 5%

The introductory seminar will describe the research to be undertaken, outline the hypothesis and indicate the methodologies that will be used and will be presented on:

Tuesday, 16th April 2008 from 10.0am until 12.00 noon

Wednesday, 17th April 2008 from 10.00am until 12.00 noon

Presentation time is **restricted** to a 10 minutes talk with at least 5 minutes for discussion.

These seminars will be held in the **Peter MacCallum Seminar Room, Level 4, Medical Building.**

Introductory Seminar Abstract:

An abstract covering the key elements of the project under the headings:

Background, Hypothesis, Aims of the Project and Methodology to be Used In the Project.

It must be submitted electronically to Dr Joe Ciccotosto (j.ciccotosto@unimelb.edu.au)

by 5.00 pm on Wednesday, 11th April 2008.

FINAL “DEFENCE OF THE THESIS” SEMINAR - 10%

The final seminar describing the outcome of your research project and its implications will be presented on:

Wednesday, 5th November 2008 and 12.00 noon until 5.00pm

Thursday, 6th November 2008 from 12.00 noon until 5.00pm

Presentation time is **restricted** to a 20 minute talk with at least 10 minutes discussion.

These seminars will be held in the **Peter MacCallum Seminar Room, Level 4, School of Medicine at the University of Melbourne**

Defence of Thesis Abstract:

The abstract included in the final B.Sc. Honours thesis including the key findings of the research must be submitted electronically to Dr Joe Ciccotosto (j.ciccotosto@unimelb.edu.au)

by 5.00pm on Tuesday, October 28th 2008.

Formating of both abstracts must include the following

Project title,

Student’s name, Supervisor’s name and

Laboratory name/location.

The abstract should be formatted as follows:

Maximum word limit: 750 words (or 1 page maximum)

Font: Times Roman 12pt

Line Spacing: Single spacing

Margins:

Top/Bottom: 2.0cm

Left/Right: 2.0cm

DATA ASSESSMENT EXERCISES - 25%

The two-data assessment exercises are designed to examine your ability to understand and interpret previously unseen scientific data. The Data Assessment Exercises are based on previously published papers from which the title and abstract have been removed. The Data Assessment Exercises are generally divided into three sections including critical analysis of the paper, preparation of an abstract and title for the paper and answering 10 questions derived from material within the paper. The Data Assessment Exercises are open-book examinations. Your complete responses to questions including all calculations should be clearly recorded in the supplied Examination Script Booklets. Calculators and rulers may be required but will not be provided by the department.

Data Assessment Exercise I and II (12.5% each)

Data Assessment Exercises I and II will be based on high quality Scientific papers selected from journals such as Nature, Science, PNAS, Cell, EMBO J., J. Neuroscience, J. Immunol. etc. The title, authors and abstract/summary will be expunged from the paper and you will be asked to critically analyse the data in the paper, respond to a series of questions, write an abstract/summary for the paper and suggest a title for the paper. A number of tutorials will be held to assist student with the Data Assessment Exercises. Past examination papers will be provided as examples.

Data Assessment I will be held from **1.00 - 5.00pm on Wednesday, 11th June 2008.**

Data Assessment II will be held from **1.00 - 5.00pm on Wednesday, 23rd July 2008**

The venue for the Data Assessment Examinations will be the:

ESJ King Theatre, Level 3, School of Medicine at the University of Melbourne.

OTHER REQUIREMENTS OF THE COURSE

All students located on the Melbourne campus are **required** to attend all **Departmental or Institutional Seminars**. **Students at affiliated Institutions are required to attend the regular series seminars within that Institution.**

ATTENDANCE AT ALL SEMINARS PRESENTED BY YOUR B.Sc. HONOURS STUDENT COLLEAGUES IS COMPULSORY.

SAFETY AND ANIMAL WELFARE SEMINARS

Attendance Is Compulsory!

Safety Induction Program for 2008 B.Sc. (Honours) Students

Speaker: Ms Alison Hunt-Sturman
Faculty EHS Officer,
Faculty of Medicine, Dentistry and Health Sciences
The University of Melbourne

Date: Monday, 25th February 2008

Time: 3.00pm – 4.00pm

Venue: Peter MacCallum Seminar Room, Level 4 West Wing Medical Building

Topics to be covered will include:

- Introduction to Health and Safety,
- Ergonomic and Manual Handling
- Introduction to Safe Handling of Chemicals
- Introduction to Safe Work Procedures with Radiation
- Introduction to Biohazards

Program in Laboratory Animal Science and Animal Welfare

Speaker: Dr Carol Ginns
Animal Welfare Officer
The University of Melbourne

Date: Friday 29th February 2008

Time: 9.30am - 4.00pm

Venue: ESJ King Theatre – Level 3, Medical Building

Introduction to the Use of Animals in Research:

Responsibilities of Being a Scientist/Code of Conduct for Research
University of Melbourne Policy and Procedures
Victorian Legislation/*The Australian Code of Practice*
Animal Welfare Considerations

Procedures and Techniques

Anaesthesia/Analgesia
Aseptic Technique and Surgical Practice
Hazards of working with animals
Euthanasia

Practical Demonstration:

Basic Biology, Husbandry, Handling, Housing, Restraining, Sexing,
Weighing, Identifying, Injecting/Collecting

HONOURS LECTURE SERIES FOR 2008

DATE	TIME	TOPIC	LECTURER
Monday, 7 th April	10am – 12 pm	Immunological Techniques used for the Diagnosis and Molecular Investigation of Disease.	Dr John Underwood
Monday, 7 th April	2.30pm - 4.30pm	Morphological and Morphometric Techniques in the Investigation of Health and Disease	Dr. Margaret Ayers
Tuesday, 8 th April	9am – 11am	Protein Separation and Chemistry - Tools for Unraveling the Molecular Basis of Disease Processes	Dr. Genevieve Evin
Tuesday, 8 th April	2.30pm - 4.30pm	Molecular Biological Techniques - Applications in Disease Diagnosis and Investigation	A/Prof. Roberto Cappai
Wednesday 9 th April	10am – 12 pm	The Role of <i>In Vitro</i> Tissue Culture Procedures in the Investigation of Disease	Dr Joe Ciccotosto
Wednesday, 9 th April	3.30pm - 5.30pm	The Role of Epidemiology in the Investigation of Disease	A/ Prof Melissa Southey
Thursday 10 th April	10am – 12 pm	How to Survive and Thrive during Data Assessment Examinations	Dr Vicki Lawson

**Venue: Peter MacCallum Seminar Room,
Level 4 Medical Building
The University of Melbourne**

DATA ASSESSMENT EXAMINATION (DAE) TUTORIAL SESSIONS – 2008

DATE	TIME	TOPIC	LECTURER
Thursday, 10 th April	10am – 12 pm	How to Survive and Thrive during DAE.	Dr Vicki Lawson
Monday, 28 th April	3.30pm - 5.30pm	DAE Tutorial/ Paper Exercise	Dr Vicki Lawson
Monday, 19 th May	3.30pm - 5.30pm	DAE Tutorial/ Paper Exercise	Dr Vicki Lawson
Monday, 2 nd June	3.30pm - 5.30pm	DAE Tutorial/ Paper Exercise	Dr John Underwood
Monday, 9 th June	3.30pm - 5.30pm	DAE Tutorial/ Paper Exercise	Dr John Underwood
Monday, 7 th July	3.30pm - 5.30pm	DAE Tutorial/ Paper Exercise	Dr Joe Ciccotosto
Monday, 7 th July	3.30pm - 5.30pm	DAE Tutorial/ Paper Exercise	Dr Joe Ciccotosto

**Venue: Peter MacCallum Seminar Room,
Level 4, Medical Building, The University of Melbourne**

B.Sc. (Hons) INTRODUCTORY SEMINAR

EXAMINER'S MARK SHEET

Date:..... **Candidate**.....

Please give a score for each criterion. The assessment range for each criterion is indicated

Organisation, Analysis and Understanding:

- 1. Did the introduction clearly & concisely outline the nature/10%
and scope of the proposed investigation?
- 2. Was the background and reasons for undertaking the investigation/10%
clearly explained and understood?
- 3. Were the hypotheses to be investigated clearly stated?/10%
- 4. Were the aims of the investigation clearly stated?/10%
- 5. Were the methods clearly understood and the/10%
rationale for their use adequately explained?
- 6. Were the data analysis methods clearly explained?/10%

Presentation:

- 1. Was the candidate audible, address the audience and present/ 5%
appropriately-selected material at a comprehensible rate?

Questions:

- 1. Did the candidate interpret questions correctly and provide adequate responses?/25%

ANY OTHER COMMENTS:

...../10%

EXAMINER:

Date:

TOTAL/100%

Introductory Seminars**Wednesday, 16th April 2008**

Time	Title	Speaker
10.00 – 10.15am		John El Khoury
10.15 – 10.30am		Natasha Lam
10.30 – 10.45am		Laura McMillan
10.45 – 11.00am		Eleni Moustakas
11.00 – 11.15am		Emily Nicholls
11.15 – 11.30am	Morning Tea	

Thursday, 17th April 2008

Time	Title	Speaker
10.00 – 10.15am		Eva Orlowski
10.15 – 10.30am		Rebecca Pelzer
10.30 – 10.45am		Susie Roczo
10.45 – 11.00am		Tania Schlosser
11.00 – 11.15am		May Lin Yap
11.15 – 11.30am	Morning Tea	

**Venue: Peter MacCallum Seminar Room,
Level 4, Medical Building, The University of Melbourne**

B.Sc. (Hons) Defence of Thesis SEMINAR

EXAMINER'S MARK SHEET

Date:.....

Candidate:.....

Please give a score for each criterion. The assessment range for each criterion is indicated

Organisation, Analysis and Understanding:

1. Introduction:

Did the introduction clearly & concisely outline the nature/10%
and scope of the proposed investigation?

2. Hypothesis and Aims

Were the hypotheses and aims of the investigation clearly stated?/ 5%

3. Methods

Were the methods understood and the rationale for their use adequately explained?/10%

4. Results

Were the results experimentally sound, appropriately selected and presented clearly?/15%

5. Discussion

Was the significance of the data adequately explained?/15%

6. Conclusion

Were appropriate conclusions drawn for the data?/10%

7. Future Directions

Were future directions for the research proposed?/ 5%

Presentation:

Was the candidate audible? Did the candidate address the audience and present/ 5%
appropriately-selected material at a comprehensible rate?

Questions:

Did the candidate interpret questions correctly and provide adequate responses?/20%

ANY OTHER COMMENTS:

...../ 5%

EXAMINER:

Date:

TOTAL/100%

“Defence of Thesis” Seminars**Wednesday, 5th November 2008**

Time	Title	Speaker
12.00 - 12.30pm		May Lin Yap
12.30 - 1.00pm		Tanja Schlosser
1.00 - 1.30pm		Susie Roczo
1.30 – 2.00pm	Afternoon Tea	
2.00 – 2.30pm		Rebecca Pelzer
2.30 – 3.00pm		Eva Orłowski

Thursday, 6th November 2008

Time	Title	Speaker
12.00 - 12.30pm		Emily Nicholls
12.30 - 1.00pm		Eleni Moustakas
1.00 - 1.30pm		Laura McMillan
1.30 – 2.00pm	Afternoon Tea	
2.00 – 2.30pm		Natasha Lam
2.30 – 3.00pm		John El Khoury

**Venue: Peter MacCallum Seminar Room,
Level 4, Medical Building, The University of Melbourne**

COURSE CONVENOR'S STATEMENT

Congratulations on achieving a place in the B.Sc. (Hon) course in the Department of Pathology. Undertaking B.Sc (Hons), or Post-graduate Diploma of Science studies in the Department of Pathology program represents an exciting and challenging opportunity for students to investigate their potential for a future career in biomedical research. The objectives of the course include the development of individual student's skills in the areas of acquisition, interpretation and critical analysis of laboratory data, planning and design of experiments and reporting of experimental data in a concise and scientific manner consistent with that published in scientific journals.

The B.Sc. (Hons) year is hard work, requiring in most instances, long hours in the laboratory often performing technically complex experiments. As well as hard work, the B.Sc.(Hons) requires discipline, self motivation and most importantly plenty of communication with your supervisor, post-doctoral fellows, laboratory staff, your peers and the journals in the various biomedical libraries in Melbourne!

The B.Sc. (Hons) year is very short with the submission of the Project Report required by October 28th 2008. It is therefore essential that problems of either a research nature or of any other type are solved as rapidly as possible. Ensuring any problems that you may have a sorted out as rapidly and as successfully as possible is the responsibility of the Course Convenors. As the Convenors of these courses, we are available to assist you in achieving your goals. We can be reached within the Department of Pathology by email if you encounter any difficulties.

As a further note, you should be aware that the final mark for B.Sc. (Hons) is the proportional sum of all of the Research and Course Component assessment tasks undertaken during the course. Let me welcome you to the Department of Pathology and wish you all the best in your studies.

Regards,

Dr. Vicki Lawson (v.lawson@unimelb.edu.au)

Dr Joe Ciccotosto (j.ciccotosto@unimelb.edu.au)

A/Prof Melissa Southey (msouthey@unimelb.edu.au)

Convenors,

B.Sc (Hons) & Post-graduate Diploma of Science Courses,
Department of Pathology.