



THE UNIVERSITY OF  
MELBOURNE

**Department of Pathology**

# **POSTGRADUATE SUPERVISORS' GUIDE**



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## CONSIDERING SUPERVISING A POSTGRADUATE STUDENT

The information provided here may be useful if you are considering supervising a postgraduate student, and covers procedures required to become a supervisor.

The Guide is designed as a supplement to information available from the School of Graduate Research - always refer to the School of Graduate Studies website (<http://www.gradstudies.unimelb.edu.au>) and the PhD Handbook (<http://www.gradstudies.unimelb.edu.au/phd/enrolcandid/phdhubk/>) or Masters Handbook (<http://www.gradstudies.unimelb.edu.au/phd/enrolcandidmaster/mrshbk/>) for the most up-to-date information for PhD and MSc degrees.

For information pertaining to Doctor of Medicine and Master of Medicine, contact the Department or the Faculty of Medicine directly on 03 8344 5998. Information is available at <http://www.medicine.unimelb.edu.au/docs/MMedProgramDescription.pdf> for Masters of Medicine degrees, and at <http://www.medicine.unimelb.edu.au/docs/MDProgramDescription.pdf> for Doctor of Medicine degrees.

## STAGES OF PhD AND MSc PAPERWORK

### Prospective Students

If students approach you as a prospective supervisor ask them to supply a CV, their academic record and an outline of their areas of interest or their research proposal, should they have one.

Refer students to the website and the honours booklet then discuss current research and projects in your laboratory. (<http://www.path.unimelb.edu.au/research/>) ([http://www.path.unimelb.edu.au/research/projects/honours/531\\_honours\\_projects.pdf](http://www.path.unimelb.edu.au/research/projects/honours/531_honours_projects.pdf))

Once you and the student have agreed upon a project and supervisors, an application form must be filled out.

**Local** applicants for PhD and Master of Science degrees apply through the School of Graduate Studies (see below). Master of Medicine and Doctor of Medicine degrees are applied for through the Faculty of Medicine for local students.

**International** applicants must apply through the International Office for all Postgraduate courses.

Note: The first 6-12 months of a full-time PhD candidature is as a probationary candidate. Full candidature is commenced following confirmation.

### Applications – PhD and MSc degrees

Application forms are available from the School of Graduate Research (SGR) website. *Note that local and international application forms differ.*

## Local students (see figure 1)

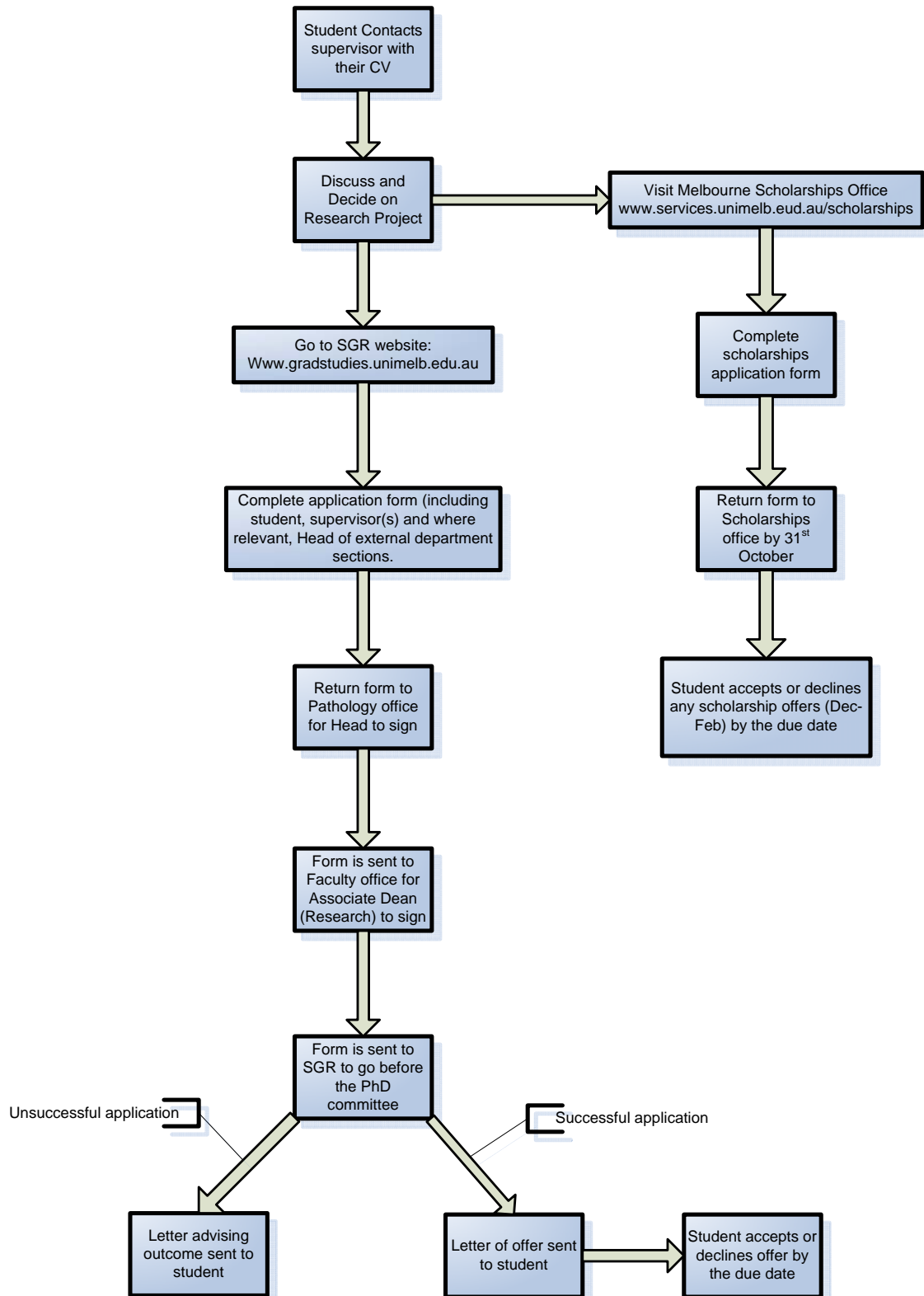
PhD –

([http://www.gradstudies.unimelb.edu.au/currentpg/forms/pdf/PhD\\_Probationary.pdf](http://www.gradstudies.unimelb.edu.au/currentpg/forms/pdf/PhD_Probationary.pdf));

MSc – ([http://www.gradstudies.unimelb.edu.au/currentpg/forms/pdf/MSci\(res\).pdf](http://www.gradstudies.unimelb.edu.au/currentpg/forms/pdf/MSci(res).pdf)):

- **Complete the supervisor section** (if there is only one supervisor, a support panel must be available to the student) and ensure that the student completes the student section.
- If this will be an off-campus candidature, the external Head (e.g. Peter MacCallum Head of Department) must fill out the sections regarding suitability of the supervisors and facilities, and sign off (jointly with Pathology Head of Department).
- The student lodges the application with the Department of Pathology (level 5, Medical Building) for the Head of Department signature.
- The student will then take the lodgment slip to School of Graduate Research, and the Department will process the paperwork.
- A letter of offer will be sent to the student.
- The student must accept or decline the offer by the deadline specified by SGR.
- ***Scholarship applications are filled out separately and sent directly to the Melbourne Scholarships Office by October 31<sup>st</sup> of each year (local student deadline) – refer to the section below***

Figure 1 - Local Students Pathway



## International students (see figure 2)

- <http://www.futurestudents.unimelb.edu.au/pdf/pgradapp/pgradapp.pdf>
- International applications combine the course application and the scholarship application.
- The student must fill in the form and supply the two referees' reports, along with a research proposal.
- International applications must be submitted to the International Admissions, the International Centre, the University of Melbourne, 3010, Victoria, Australia, or online at <http://www.futurestudents.unimelb.edu.au/int/ipg/apply/pgradapp.html>
- A letter of offer will be sent to the student.
- The student must accept or decline the offer.

## Visas and International Student Fees

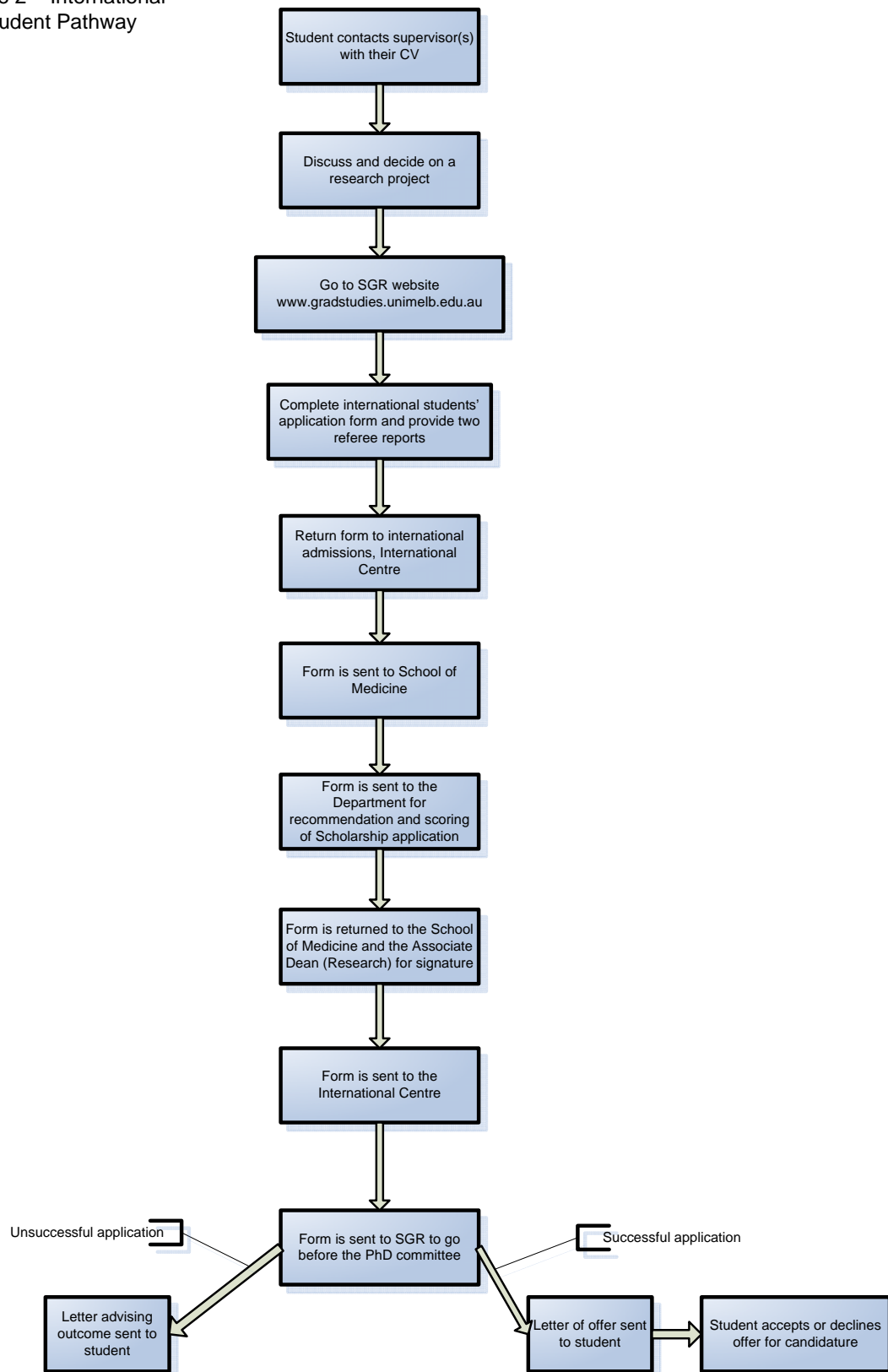
If the student accepts the offer of a candidature, they must apply for a student visa through the Department of Immigration and Citizenship - <http://www.immi.gov.au/>). They must have a letter of confirmation of full-time enrolment from the University before applying. Some students require a pre-visa assessment. See the Department of Immigration and Citizenship website for details.

For detailed information on accepting offers and applying for student visas, visit [http://www.services.unimelb.edu.au/admissions/pdf/international/accept\\_offer.pdf](http://www.services.unimelb.edu.au/admissions/pdf/international/accept_offer.pdf).

International student fees can be calculated using information from the International Student Tuition Fee booklet:

<http://www.futurestudents.unimelb.edu.au/int/fees/index.html>.

Figure 2 – International Student Pathway



## Scholarships

- **Scholarships for Local Students**

The Scholarships listed below are for local students to undertake studies at the University of Melbourne. These scholarships are offered as part of the Melbourne Scholarships program.

- Australian Postgraduate Awards (APA)
- Melbourne Research Scholarships (MRS)
- Prestigious and other major scholarships
- Equity Scholarships (includes the Fay Marles Scholarships [MFS])
- Human Rights Scholarships (HRS)
- Part-time scholarships

Other funding opportunities for local students that are not part of the Melbourne Scholarships Program include:

- Australian Postgraduate Award Industry (APAI)
- Studentships

- **Scholarships for International Students**

The Scholarships listed below are for international students to undertake studies at the University of Melbourne. These scholarships are offered as part of the Melbourne Scholarships Program.

- Endeavour International Postgraduate Research Scholarships (IPRS)
- Melbourne International Fee Remission Scholarships (MIFRS)
- Melbourne International Research Scholarships (MIRS)
- Human Rights Scholarships (HRS)
- International Postgraduate Coursework Awards (IPCA)
- Asian Development Bank – Japan Scholarship Program (ADB)
- Refugee and Asylum Seeker Scholarship

For details about a particular Scholarship go to:

<http://cms.services.unimelb.edu.au/scholarships/pgrad>

## Enrolment

- The student must enrol through School of Graduate Research, once the candidature has been accepted.

# BEING A POSTGRADUATE SUPERVISOR

Congratulations on becoming a postgraduate supervisor! Postgraduate research is an important part of the Department of Pathology, and contributes substantially to the future of science and medicine in both the development of ideas, and in training future leaders in research.

The Department values both its postgraduate students and their supervisors highly, and this guide is designed to assist you with the various components of postgraduate supervision by providing resources, useful contacts and placing University policies and procedures in a Departmental context.

## Supervisor Responsibilities

The University has certain requirements of postgraduate supervisors, and certain eligibility criteria that must be met prior to taking on students.

Throughout a student's candidature, the supervisor is responsible for advising and supporting the student in their research, including project discussions and assisting in the design of the research framework, assisting the student with ethics, publishing and conference opportunities, intellectual property development opportunities and supporting the student through the administrative policies and procedures associated with their candidature. Supervisors are also expected to provide support to their students should any personal crises arise.

Supervisors must fulfill the University's policies and procedures relating to postgraduate supervision, available at:

<http://www.gradstudies.unimelb.edu.au/phd/enrolcandid/phd/bk/appendixa/supervision.html> and <http://www.gradstudies.unimelb.edu.au/unistaff/policy/>.

In addition to this, as a supervisor or a prospective supervisor in the Department of Pathology, you need to:

- Ensure that there is at least one co-supervisor, or that a support panel is available for the student in lieu of this.
- Ensure that your supervisor training is kept up-to-date (training must be completed at least every five years [Faculty policy]). Visit <http://www.gradstudies.unimelb.edu.au/unistaff/supervisorworkshop/> for workshop details.
- Ensure that at least one supervisor is an employee or an honorary staff member of the Department. Email [pathology-enquiries@unimelb.edu.au](mailto:pathology-enquiries@unimelb.edu.au) for details on applying for honorary status.
- Ensure that there are sufficient resources, including computers and space, and funding available for the project to be completed, and complete this section in the student's initial application for candidature.

- Ensure that the student follows good laboratory book practice – the supervisors and student are jointly responsible for research data. Follow the link to the University policy on research data:  
<http://www.research.unimelb.edu.au/policy/researchrecords/>
- Assemble the confirmation committee (usually at least three academics - the supervisors and Departmental representatives or other relevant academics) and submit the list to the Chairperson of Examiners for approval, then advise the student of the committee make-up and the date of the meeting.
- Complete progress and completion reports as required, reviewing the progress of the student and considering future directions.
- Consider the importance of keeping notes of discussions about the project with your student. This practice is useful to track project progress and can facilitate speedy recognition of difficulties if they arise, and assist with their resolution.
- Nominate examiners according to School of Graduate Research guidelines, and to keep these confidential – view instructions for PhD theses and Master of Science Theses at <http://www.gradstudies.unimelb.edu.au/unistaff/policy/>
- Provide advice to the Chairperson of Examiners on examiner reports. The supervisors **must not release the reports to the student under any circumstances** – the reports are released to the student by the School of Graduate Research after approval by Chairperson of Examiner.  
<http://www.gradstudies.unimelb.edu.au/phd/enrolcandid/phd/bk/examination/ame.html>
- Write a 50-word citation of the thesis for the student's graduation – view instructions at <http://www.gradstudies.unimelb.edu.au/unistaff/policy/citation/>

## THE ROLE OF THE DEPARTMENT AND IMPORTANT CONTACTS

The Department is your link to the University, and is a source of information and support, should you require it. Where the Department is unable to assist you directly, they will be able to refer to you the appropriate source in the School of Graduate Research or elsewhere in the University as relevant.

- The Administrative Postgraduate Co-ordinator (currently Ms Alison Chapman, [alisonlc@unimelb.edu.au](mailto:alisonlc@unimelb.edu.au)) will pass relevant postgraduate information on to you, and will assist with all postgraduate administration, including information regarding travel and leave.
- The Academic Postgraduate Co-ordinator (currently Dr Margaret Ayers, [m.ayers@unimelb.edu.au](mailto:m.ayers@unimelb.edu.au)) will assist with enquiries regarding scholarships and applications, and any difficulties being experienced by either the student or the supervisor.
- The Chairperson of Examiners (currently Professor Paul Monagle, [paul.monagle@unimelb.edu.au](mailto:paul.monagle@unimelb.edu.au)) will oversee the confirmation and examinations process, and sign off on relevant paperwork. Professor Monagle is also the Head of Department.

- For general enquiries, contact the Department office on 03 8344 5867 or email [pathology-enquiries@unimelb.edu.au](mailto:pathology-enquiries@unimelb.edu.au).

## **Location and Contact Details**

The Department of Pathology occupies floors 2 – 7 in the West Wing of the Medical Building (also called the Tri-radiate Building) on the corner of Grattan St and Royal Pde, with some research personnel located in the Alan Gilbert building at 121 Barry St, Carlton (level 3), at Bio21 Institute, 30 Flemington Rd, Parkville, and at the Mental Health Research Institute at 155 Oak St, Parkville.

The website is: <http://www.path.unimelb.edu.au/>, and general telephone numbers are +61 3 03 8344 5867/8.

Main reception is on Level 5 of the Medical Building, and the postal address for paperwork is:

Postgraduate Co-ordinator  
Department of Pathology  
Level 5, Medical Building  
The University of Melbourne, 3010

## **RESOURCES FOR THE POSTGRADUATE SUPERVISOR**

### **Supervisor Training**

The School of Graduate Research provides training and support to postgraduate supervisors throughout the year.

Information regarding various workshops is available on their website – visit <http://www.gradstudies.unimelb.edu.au/unistaff/supervisorworkshop/>.

Workshops include orientation for new supervisors, supervision skills, the confirmation process, the examination process and cross-cultural issues.

*The Department requires that supervisors attend the Postgraduate Supervisor Skills Workshop every five years, and recommends that other courses be attended in order to develop skills in relevant areas.*

### **GradFlash**

The Department recommends that students and their supervisors subscribe to GradFlash, the weekly informative School of Graduate Research email, with details of workshops, lectures, scholarships and other useful information. Go to: <http://www.gradstudies.unimelb.edu.au/gradflash/>.

## **Ethics**

Ethics are central to research, particularly any research involving animals or humans. Experimental programs involving humans and animals must be approved by the relevant University ethics committee. Please visit <http://www.research.unimelb.edu.au/ethics/> for ethics information, and application forms. As a supervisor, it is imperative for you to set a good example for your student in ethical research.

## **Research Data Management**

Managing research data is an important part of any research to to maintain integrity, allow for scrutiny and debate, to protect researchers if their research is challenged, and in developing intellectual property.

The University places importance on the management of research data and the fulfillment of data retention obligations, and a new research management policy was released in February 2005 (see it at: <http://www.unimelb.edu.au/records/research.html>), which specifies the periods of retention for data, storage, access and destruction, amongst other things. This replaces the 'Guidelines for the Management of Research Data and Records' (Oct 1997).

As a postgraduate supervisor of a University of Melbourne student, you and the student must both comply with University regulations. The policy and the code of conduct (regulation 17.1.R8 - orange pamphlet, or available at <http://www.unimelb.edu.au/Statutes/r171r8.html>), and the Melbourne and Research Innovation Office can be contacted on 03 8344 2000 for more detailed advice.

The Department has developed some guidelines to place these policies in a Departmental context.

## **Department of Pathology Research Data Management Guidelines**

- All staff and students are expected to be familiar with the Code of Conduct for Research, Regulation 17.1.R8. Copies are available through the MRIO, or at <http://www.unimelb.edu.au/ExecServ/Statutes/r171r8.html>
- All staff and students are expected to follow good lab book practices; pamphlets are available through MRIO (03 8344 2000).
- All students and supervisors are responsible for the location and maintenance of their research lab books. This is to be done via the Research Data Management system on the intranet if you are based in the Department (or contact the office for assistance), or via institutional registers if you are off-campus.
- Students and their supervisors are jointly responsible for the student's lab book
- Lab books remain the property of the Department of Pathology. If a staff member/ student changes departments, a transferal of ownership form must be completed, approved by the Head of Department and stored, however the original data must remain in the University. Staff and students may negotiate with the Head of Department to take copies of their data should they leave the University.

- Lab books must be retained for at least 5 years post publication, or for any extra period of time required by funding bodies.
- Electronic research data should be checked annually for accessibility, and media migration plans should be activated if the medium is becoming obsolete.

## **Intellectual Property**

Whilst students and their supervisors are jointly responsible for ensuring that good lab book practice is carried out, the ownership of the research data lies with the student unless other agreements are in place. Please visit <http://www.research.unimelb.edu.au/ridg/ip/> for information relating to student IP rights and supervisor responsibilities, implications associated with external funding and team and collaborative projects.

Please note that whilst the student owns the data itself, the lab book must still remain the property of the University. Students may make copies of their data.

Please contact the Melbourne Research and Innovation Office on 03 8344 2000 or the Student Union Legal Service on 03 8344 8687 or [legal@union.unimelb.edu.au](mailto:legal@union.unimelb.edu.au) for more specific information or guidance.

## **Plagiarism**

Plagiarism is taken extremely seriously at the University, and students must ensure that they comply with University plagiarism policies. Information is available on the significance of plagiarism, how to avoid it, referencing, and the University policy on academic honesty and plagiarism.

As a supervisor, it is also important for you to be aware of and keep up to date with policies regarding plagiarism. Please visit for more information. <http://www.services.unimelb.edu.au/plagiarism/>

## **Student Tutoring, PBL Tutorials and Hours of Paid Work**

Postgraduate students are encouraged to develop their teaching skills through demonstrating or tutoring to undergraduate science and medical students.

Problem-based Learning (PBL) tutoring to medical students is considered to provide a good opportunity for teaching experience for PhD students, and the Department encourages participation in this program, dependant on supervisor approval and progress with candidature.

Please contact the Department office on 03 8344 5867 to determine opportunities available to your students for teaching.

Please be aware that the PhD handbook recommends that full-time students complete no more than 6 hours of paid work per week during working hours. International students must hold a working visa before taking on paid employment.

# STAGES OF STUDENT ENROLMENT

## Induction

If the student is based in the Department, give the student a Departmental Induction Kit, available from the Intranet. If you and your student are based at an external institution, please induct the student through the relevant institutional induction procedures. For all students, supervisors should assist with orientation of the laboratory and University/institute, including relevant Occupational Health and Safety information. Ensure that they have a copy of the Departmental Postgraduate Students' Guide ([http://www.path.unimelb.edu.au/pdf/Postgrad\\_Students\\_Guide.pdf](http://www.path.unimelb.edu.au/pdf/Postgrad_Students_Guide.pdf).)

## Reports

Students are required to complete various reports throughout their candidature, usually one per year. As supervisor, it is your responsibility to assist the student in completing the reports, including signing off the relevant paperwork. The students will be contacted directly by the School of Graduate Research regarding their reports, however you will also receive reminders from the Department regarding due dates.

## Confirmation Reports (PhD only)

The confirmation report is the first significant step for PhD candidates, and occurs between 6-12 months after beginning a PhD. This is the point at which candidature is confirmed, and students become PhD students instead of probationary candidates.

This is an important opportunity for supervisors to determine how both the student and the project are progressing and the likelihood of a PhD completion, or whether a Masters degree is more appropriate.

**Confirmation may be refused or deferred if the committee feels that the candidate requires more time to develop a project which will be of a sufficient standard for a PhD.**

If confirmation is refused by the committee, the options available are

- that the committee recommends more time for the student to reach PhD standard, to allow the student to apply for an extension for the confirmation due date, and conduct the confirmation process again at a later date;
- that the committee recommends a conversion to a Master degree, or
- that the committee recommends discontinuation.

It is your responsibility as supervisor to co-ordinate the confirmation committee, which usually consists of at least 3 academics, including the supervisors and a Departmental representative, or other relevant academic. You must then contact the Head of Department to approve the committee and the date of confirmation.

Once the committee is approved, contact the student to notify them of their committee and the date of confirmation.

The student's responsibilities are to write a 3-10,000 word proposal which is submitted to the committee. They must give a 20-30 minute oral presentation to the committee in a postgraduate seminar program, including a verbal defense of the project.

The committee then makes a recommendation regarding confirmation to the Head of Department via the completed report.

Visit

<http://www.gradstudies.unimelb.edu.au/phd/managecandidature/pdf/Probationary%20Status%20&%20Confirmation%20of%20Candidature.pdf>

for the SGS confirmation requirements for students.

### **Progress reports**

All PhD and MSc students must complete annual progress reports, with the exception of PhD students in their confirmation year. The student and supervisor use these together to review research progress and determine future directions. The School of Graduate Research sends the form directly to the student, and it must be returned to the Department for signature once completed. For more information, please visit

<http://www.gradstudies.unimelb.edu.au/phd/enrolcandid/phdhbk/candidature/progress.html>.

### **Completion report (PhD students only)**

All PhD students must write a completion report before their expected completion date, whether they plan to submit or extend. This form is used as an extension application should it be necessary. You will need to sign off as supervisor, and the report should be returned to the Department for Head signature. Subsequent completion reports will need to be submitted for each new expected completion date.

### **Completion seminar (PhD students only)**

The completion seminar is a public presentation given by the student of their research findings. It lasts at least an hour, and must be given 3-6 months before thesis submission. The final seminar details must be publicised, for example, through email to relevant groups, or on noticeboards. For more information, visit

[http://www.gradstudies.unimelb.edu.au/phd/examination/flyer/pdf/PhD\\_Completion\\_Seminar.pdf](http://www.gradstudies.unimelb.edu.au/phd/examination/flyer/pdf/PhD_Completion_Seminar.pdf)

As supervisor, you will need to organise the completion seminar panel and submit this to the Head of Department for approval. This should include supervisors and the Head, or a Head nominee. Once approved, advise the student of the panel make-up, and liaise with the panel for a suitable date for your seminar. Please advise the Department ([pathology-enquiries@unimelb.edu.au](mailto:pathology-enquiries@unimelb.edu.au)) of this date, and let us know if you'd like us to help organise a venue. We will also publicise the details of the seminar – your name, title, date, time and venue, and we encourage you to send these details to interested groups such as the larger research group and collaborative groups.

## **80 word summary**

The 80 word summary is written by the student 3 months before the initial submission of the thesis. This needs to be submitted on-line and is the student's responsibility.

<http://www.gradstudies.unimelb.edu.au/eforms/thesissubmission/>.

## **Examiner nomination**

The supervisor must nominate examiners for the PhD, and although these must remain confidential, the student must be given an opportunity to suggest inappropriate examiners.

Three examiners must be nominated – two primary examiners, one of which should be from overseas, and one back-up examiner. All examiners must be from institutions external to the University; for example, academics from affiliated institutions such as Peter MacCallum Cancer Institute cannot be used as examiners. Examiner nomination instructions can be found at:

[http://www.gradstudies.unimelb.edu.au/unistaff/policy/pdf/Instruction\\_for\\_Nominating\\_Examiners\\_PhD.pdf](http://www.gradstudies.unimelb.edu.au/unistaff/policy/pdf/Instruction_for_Nominating_Examiners_PhD.pdf)

## **Graduation citation**

A 50-word citation should be written by the supervisor on receipt of the examiner reports. This is a brief summary of the thesis and should be written in lay language. Visit <http://www.gradstudies.unimelb.edu.au/unistaff/policy/citation/> for instructions.

Supervisors can attend their student's graduation ceremony as part of the Academic Procession. Go to <http://www.unimelb.edu.au/graduation/procession.html> to book your place and academic regalia.

## **Submission and Examination**

The initial thesis submission requires three heat-bound copies of the thesis to be submitted by the student to the School of Graduate Research, along with the 'Submission of PhD thesis' form. One copy of the thesis is retained by the Chairperson of Examiners, whilst the other two are sent to the examiners. Examination usually takes four to six months.

Once the School of Graduate Research has received the reports, the Chairperson of Examiners will forward the reports to you and ask for comments.

**Do not release the reports to the student, and keep them confidential.** This is the responsibility of the School of Graduate Research, who will also contact the student regarding any amendment or revision requirements that the examiners may have.

The student will generally be given one month to complete any amendments and two months to complete any revisions, and these must be submitted unbound to the Chairperson of Examiners, along with a list of changes.

The Chairperson of Examiners will notify the student when the changes have been approved, and allow final binding of the thesis.

The final thesis submission requires two bound copies of the thesis, one on archival quality paper. This is submitted to the Department. The archival quality copy will be retained by the University library; the other copy will be retained by the Department.

*If the thesis requires restricted access for legal reasons or due to patent application, go to*

*[http://www.gradstudies.unimelb.edu.au/phd/examination/thesissubmission/pdf/GS6L\\_Restricted\\_access\\_application.pdf](http://www.gradstudies.unimelb.edu.au/phd/examination/thesissubmission/pdf/GS6L_Restricted_access_application.pdf) for a form and return it to the School of Graduate Studies.*

### **Leave of Absence, Extensions, Change of Status, Travel**

As supervisor, you must also be aware of any changes to your student's candidature, including any leave of absence taken, any extension applications, change of status (i.e. full time to part time, or PhD to MSc) and travel. As such, you need to sign off on any associated paperwork.

Forms are available at <http://www.gradstudies.unimelb.edu.au/currentpg/forms/>.

Travel advice is available at <http://www.smartraveller.gov.au/zw-cgi/view/Advice/>

Overseas Travel Policy [http://www.pb.unimelb.edu.au/ehs/travel/7\\_3.pdf](http://www.pb.unimelb.edu.au/ehs/travel/7_3.pdf)

<http://www.unimelb.edu.au/ehsm/7.html#7.1>

### **Change of Supervisor**

Supervisors can be changed if, for example, a supervisor can no longer continue due to a change in employment, or due to a break-down in the supervisor-student relationship.

The change of supervisor form is available at <http://www.gradstudies.unimelb.edu.au/currentpg/forms/pdf/COSUPapp.pdf>

### **Further assistance**

If you have any queries regarding postgraduate supervision, please don't hesitate to contact either the Department on 03 8344 5867, the School of Graduate Research on 03 8344 8599, or the University of Melbourne Postgraduates Association on 03 8344 8657.

