

PHARMACY AND PHARMACEUTICAL SCIENCE

Graduate research degrees

2018 Faculty
information
handbook

TABLE OF CONTENTS

Faculty key contact details	3
Important webpages	4
Important Dates in 2018	5
Acronyms	5
General information	
• Research Areas	6
• Course Information - Doctor of Philosophy	7
• Course Information - Master of Pharmaceutical Sciences	8
• Facilities and support services	9
• Occupational Health and Safety (OH&S)	9
• Committees and student representation	10
Research training and professional development	
• The Monash Doctoral Program	11
• My Development	12
• Moodle	12
• MIPS Seminars	13
• CMUS Seminars	13
Conditions of enrolment	
• Duration of enrolment	14
• Attendance	14
• Employment	15
• Study Away	15
• Reenrolment	
• Milestones	
➤ About milestones	16
➤ Descriptions of each milestone	18
➤ Conduct/Format of milestone meetings	20
Changes to enrolment	
• Leave	21
• Extension to thesis submission end date	22
• Study away	22
• Withdrawal	23
• Writing-up away	24
• Transfers	25
Study away/Travel Grants	26
Research Supervision	27
Ethics	29
Intellectual property	29
LabArchives – Electronic Lab Notebook	30
Guidelines for a Well Maintained Research Lab Notebook	30
Thesis preparation, submission and examination	31
Postgraduate Publications Award (PPA)	31
Academic Appeals and procedures	32
Graduation	32

FACULTY KEY CONTACTS

Research Office Location:

Faculty of Pharmacy and Pharmaceutical Sciences
Research Office
Building 404, Ground floor, Room G39
399 Royal Parade, PARKVILLE VIC 3052

Faculty Research Office Contact Details

Contact Name	Position	Email	Telephone
Ms Karen Drakatos	Postgraduate Research Programs Administrator	karen.drakatos@monash.edu	03 9903 9203
Dr Karen McConalogue	Manager, Research Programs	karen.mcconalogue@monash.edu	03 9903 9622
Dr Shannen Lau	Research Program Coordinator	shannen.lau@monash.edu	03 9903 9593
Dr Vanalysa Ly	Research Ethics data & grants coordinator	vanalysa.ly@monash.edu	03 9903 9220
Dr Jackie How	Research Project Manager	jackie.how@monash.edu	03 9903 9621
Professor Philip Thompson	Associate Dean (Research Training)	philip.thompson@monash.edu	03 9903 9672
Professor Peter Scammells	Associate Dean (Research)	peter.scammells@monash.edu	03 9903 9542

Graduate Coordinators

Contact Name	Theme	Email	Telephone
Professor Ben Boyd	Drug Delivery, Disposition and Dynamics	ben.boyd@monash.edu	03 9903 9112
Dr Karen Gregory	Drug Discovery Biology	karen.gregory@monash.edu	03 9903 9243
Dr David Chalmers	Medicinal Chemistry	david.chalmers@monash.edu	03 9903 9110
Dr Simon Bell	Pharmacy Practice	simon.bell@monash.edu	03 9903 9533

Theme Leaders

Contact Name	Theme	Email	Telephone
Professor Colin Pouton	Drug Delivery, Disposition and Dynamics	colin.pouton@monash.edu	03 9903 9562
Professor Arthur Christopoulos	Drug Discovery Biology	arthur.christopoulos@monash.edu	03 9903 9067
Professor Peter Scammells	Medicinal Chemistry	peter.scammells@monash.edu	03 9903 9542
Professor Carl Kirkpatrick	Pharmacy Practice	carl.kirkpatrick@monash.edu	03 9903 9204

Theme Administrators

Contact Name	Theme	Email	Telephone
Ms Nicole McMillan	Drug Delivery, Disposition and Dynamics	nicole.mcmilan@monash.edu	03 9903 9558
Ms Daisy Albanese	Drug Discovery Biology	daisy.albanese@monash.edu	03 9903 9068
Ms Nicki Penny	Medicinal Chemistry	nicki.penny@monash.edu	03 9903 9614

IMPORTANT WEBPAGES

FACULTY

Home page: www.monash.edu/pharm

Intranet: <https://www.intranet.monash/pharm/students/research> -please **SAVE** link to favourites

MONASH GRADUATE RESEARCH OFFICE (MGRO)

Home page: <http://www.monash.edu/graduate-research>

Intranet: <https://intranet.monash.edu.au/graduate-education/index.html>

Information Handbook for Research candidates and their supervisors

The Handbooks for Doctoral and Research Master's Degrees contain all critical policies concerning candidature and supervision for doctoral and research master's degrees at Monash University. There is a brief summary enclosed in this handbook – please ensure you refer to the webpage for the most up-to-date information.

When there is a change to your enrolment, there will be a form that must be completed. MGRO have the following forms that can be filled in using the new online system: <https://gradresearchforms.apps.monash.edu>

Monash Graduate Education ONLINE forms:



All other forms are paper-based forms and can be found here: <http://www.intranet.monash/graduate-research/handbook-admin-forms/forms>

IMPORTANT DATES

2018 commencing HDR Students – Induction Days	10-13 April 2018
Laboratory Animal Care	Please check webpage – Clayton http://www.intranet.monash/researchadmin/start/ethics/animal/training
Ethics lecture (Mandatory)	Session 1: 19th April 2018 Session 2: 26th April 2018
HDR Winter School Program PhD Coursework Program (Mandatory)	31 st May – 31 July 2018 (Thursdays and/or Fridays) Please refer to the HDR calendar via Google
MIPS Seminars (Mandatory)	Refer to website: http://www.monash.edu/pharm/about/events
CMUS Seminars (Mandatory)	Refer to website: http://www.monash.edu/pharm/about/events
Faculty 3 Minute Thesis	Preliminary Round - 20 July 2018 Faculty Final Round - 22 July 2018
Monash 3 Minute Thesis	13-17 th August 2018 (date to be advised)
HDR Symposium (Mandatory)	26 th September 2018

ACRONYMS

CDCO	Centre for Drug candidate optimisation
CMUS	Centre for Medicine Use and Safety
D4	Drug Delivery, Disposition and Dynamics
DDB	Drug Discovery Biology
FGRC	Faculty Graduate Research Committee
GRC	Graduate Research Committee
HDR	Higher Degrees by Research
MC	Medicinal Chemistry
MGRO	Monash Graduate Research Office (formerly Monash Graduate Education (MGE))
MIPS	Monash Institute of Pharmaceutical Sciences
MRP	Milestone Review Panel
SRC	Student Research Committee

RESEARCH AREAS

Our world-class research is undertaken within the Monash Institute of Pharmaceutical Sciences (MIPS) and the Centre for Medicine Use and Safety (CMUS).

We have expertise and infrastructure to support research in the following areas:

Centre for Drug Candidate Optimisation - Theme Leader: Professor Susan Charman

We are an innovative, collaborative research centre that provides ADME lead optimisation advice and support for emerging drug-discovery programs within biotechnology and pharmaceutical companies and not-for-profit research institutes.

<http://www.monash.edu.au/pharm/research/areas/optimisation/>

Drug Delivery Disposition and Dynamics (D4) - Theme Leader: Professor Colin Pouton

Our overarching goal is to develop next-generation drug-delivery systems and regimens that can markedly improve patient treatment. Our research programs are both fundamental and applied, and we have technical expertise in drug-delivery science, biopharmaceutics and PK/PD.

<http://www.monash.edu.au/pharm/research/areas/drug-delivery/>

Drug Discovery Biology (DDB) - Theme Leader: Professor Arthur Christopoulos

Our laboratory is focused on how G protein-coupled receptors, or GPCRs, selectively transmit messages from the outside to the inside of a cell. We investigate new modes of regulation of GPCRs in an effort to identify novel drug-discovery targets and approaches.

<http://www.monash.edu.au/pharm/research/areas/drug-discovery/>

Medicinal Chemistry - Theme Leader: Professor Peter Scammells

We focus on medicinal chemistry for drug discovery. We have successfully contributed to the development of the ground-breaking flu treatment Relenza and other important medicines. Our strengths are in structure-based drug design and synthetic medicinal chemistry, which applies the principles and techniques of chemistry to the discovery and development of compounds to prevent, treat or cure disease.

<http://www.monash.edu.au/pharm/research/areas/medicinal-chemistry/>

Centre for Medicine Use and Safety - Theme Leader: Professor Carl Kirkpatrick

Our research takes place within the Centre for Medicine Use and Safety. Its ultimate goal is to optimise the safe and effective use of medicines through our expertise in health services (development and evaluation), pharmacometrics (pre-clinical, clinical, phase I- IV+), pharmacotherapy (hospital, aged care and community), public health/pharmacoepidemiology and pharmacy education (academic and professional).

<http://www.monash.edu.au/pharm/research/areas/medicine-safety/>

COURSE INFORMATION – Doctor of Philosophy

Webpage: <http://monash.edu/pubs/handbooks/courses/2625.html>

Description

Candidature in a Doctor of Philosophy involves the independent investigation of a research problem that has been formulated by the student. It is expected that the research undertaken will make a significant contribution to the discipline in which the student is enrolled. Doctoral students are supported by a minimum of two supervisors throughout their candidature.

Outcomes

Successful completion of the program will signify that the holder has completed a course of postgraduate training in research under proper academic supervision and has submitted a thesis that the examiners have declared to be a significant contribution to knowledge and which demonstrates the student's capacity to carry out independent research.

Candidature rules

For all candidature rules and other important information for PhD students refer to the [Handbook for Doctoral Degrees](#).

Structure

This course consists of:

- a research and thesis component
- a professional development training program.

Requirements

Students must, in consultation with and under the direct supervision of a member/s of the academic staff:

- (a.) carry out a program of research on an agreed topic approved by the faculty in the student's chosen discipline for a specified period, including attending and/or presenting at seminars and other related activities as indicated by the faculty
- (b.) submit for assessment a thesis of not more than 80,000 words on the program of research which meets the requirements of the examiners. Submission of the thesis based on or partially based on conjointly published or unpublished work may be permitted.
- (c.) satisfactorily complete the program of professional development training.

Areas of study

- [Pharmacy and pharmaceutical sciences PhD program](#)

Award(s)

Doctor of Philosophy

COURSE INFORMATION – Masters of Pharmaceutical Science

Web page: <http://monash.edu/pubs/handbooks/courses/2627.html>

Description

This course provides research opportunities in any of the principal areas of research in the broad field of pharmaceutical science. Project availability is conditional upon the availability of materials, equipment and supervisors. Students are advised to consult with a potential supervisor regarding their choice of topic.

Outcomes

Upon successful completion of this course it is expected that graduates will be able to:

- produce a thesis that displays competence in understanding and carrying out research in the field of pharmaceutical science (but with less emphasis on comprehensive knowledge and originality as required in a PhD)
- devise a research topic to investigate a particular pharmaceutical science research area
- identify key research questions that are not too general and ambitious
- select and review relevant theory and literature
- design a study and choose appropriate methods to investigate the specific research questions
- select appropriate modes of analysis
- consider ethical issues involved in research
- implement, critically appraise or apply research in a particular field
- prepare a comprehensive written report that is professionally presented and contains all the required components of a master's thesis, including a bibliography.

Structure

This course consists of a research and thesis component undertaken in any of the Faculty of Pharmacy and Pharmaceutical Sciences research areas.

Requirements

Candidates must, in consultation with and under the direct supervision of a member/s of the academic staff:

(a.) carry out a program of research on an agreed topic approved by the faculty in the candidate's chosen discipline for a specified period, including attending and/or presenting at seminars and other related activities as indicated by the faculty

(b.) submit for assessment a thesis of not more than 20,000 words on the program of research which meets the requirements of the examiners. Submission of the thesis based on or partially based on conjointly published or unpublished work is permitted.

Award(s)

Master of Pharmaceutical Science

FACILITIES AND SUPPORT SERVICES

The health and well-being unit provides many services and facilities including:

- Accommodation
- Childcare
- Counselling and mental health
- Disability support
- Employment and career development
- Financial assistance
- International student support
- Medical and health
- Motivation, stress and time management
- Safer community
- Safety and security
- Spirituality
- Student equity
- Student grievances
- Student rights officers

For more information go to webpage:

<http://intranet.monash.edu.au/pharm/students/hwd/index.html>

OCCUPATIONAL HEALTH AND SAFETY (OH&S)

The University strives to provide a safe and healthy environment for its employees, students, and visitors at all of its campuses and premises. Work place instructions, policies and procedures are developed and disseminated to ensure the risks associated with work at Monash are minimised as far as reasonably practicable as per the Occupational Health and Safety Act 2004 (Vic).

Note that your department or research area will have specific OHS policies and guidelines in regards to laboratory work or field work, and that it is your responsibility to adhere to these requirements.

You must also take reasonable care of your own and other worker's health and safety by:

- Not wilfully placing others at risk;
- Ensuring the correct use of all safety devices and PPE as signed and ensure fully enclosed footwear is worn at all times;
- Complying with the instructions given by emergency response personnel such as emergency wardens and first aiders;
- Being familiar with emergency and evacuation procedures and the location of emergency response equipment (training required for its use);
- Not consuming food or drink in laboratories, studios or workshops;
- Reporting all hazards, incidents and 'near miss' incidents using the Monash hazard & incident procedure; and
- Seeking information, advice and training where necessary before carrying out new or unfamiliar work.

COMMITTEES AND STUDENT REPRESENTATION

Faculty Graduate Research Committee (GRC)

The Faculty GRC is a committee that meets to review matters relating to Higher Degree by research (HDR) and Honours program management policy. Please direct any queries to the Postgraduate Administrator in the first instance.

Graduate Research Committee (GRC)

The overall aims of the Monash Graduate Research Committee (GRC) are to ensure excellence in research training and the timely completion of theses and courses of study. GRC is responsible for administering the relevant research degree regulations and for advising the Monash University Academic Board on all matters of policy relating to these degrees. GRC has final responsibility for approving admission to doctoral candidature and for such matters as: amendments to individual study programs; changes to candidature and supervision; candidate progress; and submission and examination of theses. The Committee is also responsible for the allocation of scholarships, awards and grants to graduate research candidates.

Student representation on decision-making committees

Research degree candidates have representation on the Faculty Graduate Research Committee and the Monash Graduate Research Committee. Please contact the Postgraduate Research Programs Administrator for details of representatives on the Faculty Graduate Research Committee, and the Monash Graduate Education for information on Graduate Research Committee members.

Parkville Postgraduate Association (PPA)

The PPA is the representative body for postgraduate students at Monash University's Parkville campus.

They play a diverse and multi-faceted role in all aspects of academic, cultural and social student life. As well as organising a multitude of social events, they provide a means of representation for postgraduate students on the Parkville campus.

The PPA runs many events for postgraduates throughout the semester. If you would like to get involved or find out more about PPA functions, please refer to webpage:

<https://www.intranet.monash/pharm/students/ppa>

Monash Postgraduate Association (MPA)

The Monash Postgraduate Association Inc. (MPA) is the representative body for all research and coursework postgraduate students enrolled through Monash University's Victorian campuses.

The MPA represents and serves the interests and welfare of postgraduates enrolled on all Victorian campuses by providing activities and services to cater to their specific needs.

The MPA provides a range of services including advice and advocacy, seminars and workshops, social events and representation. Enrolled postgraduates are automatically entitled to use the resources and services of the MPA.

The run workshops and seminars which can be found on their calendar:

<http://mpa.monash.edu.au/seminars-&-programs/index.html> <http://mpa.monash.edu.au/social-events/index.html>

THE MONASH DOCTORAL PROGRAM

MORE THAN JUST A THESIS

The Monash Doctoral Program enhances the research project with advanced training that equips PhD students with the knowledge, skills and abilities needed to:

1. Complete their current project with **excellence**;
2. Develop a broad range of skills and **professional attributes**, and;
3. Make an **impact** in academia, industry, government or community after graduation.

All graduate research students at the faculty of Pharmacy and Pharmaceutical Sciences are required to complete the compulsory module which includes:

- Monash Graduate Research Induction (online);
- Research Integrity (online);
- Faculty induction
- Winter school Program
- Theme coursework

The graduate research students at the faculty of Pharmacy and Pharmaceutical Sciences are enrolled into Professional Development mode of the Monash Doctoral Program and are required to complete a minimum of **120 hours** of professional development activities:

- **60 hours** of activities from Excellence in Research & Teaching.
- **60 hours** of activities from Professionalism, Innovation & Career.

The Monash Doctoral Program will assist students to develop a variety of knowledge, skills and abilities relevant to different stages of their research project and career development.

If you complete a workshop outside of Monash that is relevant to your research training, you can apply for credit of hours.

MY DEVELOPMENT

My Development is an online system that has been designed to support you in the management of your professional development activities.

When you login to My Development all graduate research students will be able to:

- View all activities available to you;
- Register for activities you wish to attend or join a wait list if the activity is full;
- De-register for activities you can no longer attend (allowing for those on the wait list to take your place);
- View activities you are registered for and those you have completed;
- Generate a statement of activities to present to Milestone Review Panels or potential employers.

Accessing My Development

My Development is accessible via my.monash

Login Details

Your login details are your Monash **student login details**

Student user name OR student email address AND Student password

MOODLE

Moodle is a site where students and supervisors can receive and submit all material relevant to training course/workshops as part of the Monash Doctoral Program.

When registering for Theme specific training courses, please ensure you find out whether there is a prerequisite tasks to be completed prior to attending the training session. All prerequisite and assessment tasks will be available on Moodle.

Elements will be added as the weeks go by. Please take note of any announcements by regularly checking at the site.

This site will be the reference point for all submitted HDR Training materials including submission of the commencement and 6-month milestone documents.

All students MUST enrol in Moodle.

You can access Moodle via my.monash portal or go to <http://moodle.vle.monash.edu/course/view.php?id=16711>

Type in your authcate, then you will be taken to the Moodle site “HDR Training Moodle Site”

Enrol yourself using the self-enrolment code: **HDR**

Place yourself in the appropriate grouping under “Let’s put you in your place”.

- a. What theme centre are you attached to?
- b. What year did you commence or are you an ECR, supervisor or other?

MIPS SEMINARS

All university staff (research and academic), alumni, all graduate research students are invited to attend these Monash Institute of Pharmaceutical Sciences seminars.

The seminars are held fortnightly on Wednesdays 12-1pm at Monash University's Parkville campus, 381 Royal Parade, Parkville, Victoria (unless otherwise stipulated).

The 2018 MIPS seminar program can be found here:

<https://www.monash.edu/pharm/about/events/facultyseminarseries>

CMUS SEMINARS

This fortnightly seminar program attracts a range of national and international speakers. The seminars will explore clinical problems with outstanding scientists and also showcase the Centre for Medicine Use and Safety's research.

The seminars are held fortnightly on Wednesdays 12-1pm at Monash University's Parkville campus, 381 Royal Parade, Parkville, Victoria (unless otherwise stipulated).

The 2018 CMUS seminar program can be found here:

<https://www.monash.edu/pharm/about/events/cmusseminarprogram>

CONDITIONS OF ENROLMENT

3.1 DURATION OF ENROLMENT

The student's PhD research project is to be conceived from the outset as clearly achievable within 3 years equivalent full time, with students expected to complete their degree within 3 to 4 years equivalent full-time.

3.1.1 Minimum length of doctoral enrolment

The minimum period of enrolment is three years of full-time or six years of part-time candidature unless the Graduate Research Committee determines otherwise. Where this minimum period is reduced, it must not be less than 12 months of full-time enrolment or the equivalent period of part-time enrolment.

In the case of a student considering transferring to Monash University from another institution, the student must be able to undertake a minimum of 12 months' full-time equivalent research while enrolled as a University student. Otherwise, it is expected that a student remains enrolled at his/her original institution of enrolment and submit his/her thesis through that institution.

3.1.2 Maximum length of doctoral enrolment

The maximum period of enrolment is four years of full-time or eight years of part-time candidature. In exceptional circumstances where enrolment has been delayed by factors outside the control of the student, an extension will be approved

3.4 ATTENDANCE

3.4.1.1 Full-time enrolment

Full-time enrolment requires the student to devote at least 4 days each week between Monday to Friday inclusive and during normal business hours on each of those days, to the pursuit of their study program. These days need to take into consideration attendance required at any coursework or training at different stages of enrolment.

3.4.1.2 Part-time enrolment

In order to undertake part-time enrolment, a student must be able to devote at least 2 days each week to their study program, where at least one of these days is between Monday and Friday inclusive, and during normal business hours on each of those days, so that a student may attend the University to meet with the supervisors or attend seminars, workshops or other academic activities including coursework or training at different stages of enrolment.

3.4.2 Regular attendance

Throughout enrolment, all students must regularly attend their academic unit and participate fully in the intellectual and research activities of the unit. All students are required to:

- discuss progress of research and completion of any program requirements with their supervisors. For full-time students this should occur every two weeks and for part-time students at least once every calendar month. This contact may occur using various forms of interactive communication, such as telephone, video conferencing, email or Skype;
- hold a minimum of two 'in person' meetings with the supervisors each year; and
- attend all courses, seminars, workshops and activities as agreed with the supervisors and/or program director and as per any program requirements.

CONDITIONS OF ENROLMENT

3.6 EMPLOYMENT GUIDELINES FOR PART-TIME AND FULL-TIME STUDENTS

3.6.1 Full-time students

Full-time students are permitted to undertake part-time, paid employment throughout the year. This employment must not interfere with the requirement of students to devote at least 4 days each week between Monday to Friday inclusive and during normal business hours on each of those days, to the pursuit of their study program. Students are normally expected to be present during standard working hours to enable interaction with their supervisory team as required. They also need to observe any restrictions on hours of work imposed by the conditions of any scholarship they receive.

International students need to be aware that the employment restrictions outlined above apply even though a student visa permits students to work more hours a week.

3.6.2 Part-time students

Where a prospective student is engaged in full-time or substantially full-time employment they will need to provide a statement from their employer to confirm that sufficient time is available to comply with the conditions of part-time enrolment, which require that they devote at least 2 days each week to their study program, where at least one of these days is between Monday and Friday inclusive, and during normal business hours on each of those days

3.7 STUDY AWAY

Students may be permitted in certain circumstances to pursue a part of their research at institutions or locations outside their approved campus location (internal students) or study site (external students). In such cases, the Graduate Research Committee will need to be satisfied that:

- the period of study away is an integral and essential part of the research;
- any program requirements can be met prior to any relevant milestones;
- adequate arrangements for supervision are in place; and
- the facilities available are adequate for the conduct of the research to be undertaken.

Application procedures for study away are discussed in [Section 4.3](#).

Please also refer to pages 22 and 26 of this booklet for study away information and travel grants.

3.8 RE-ENROLMENT

All doctoral students are required to re-enrol annually at the University. To assist students in meeting this requirement, the University sends information and instructions about online re-enrolment procedures, including the closing date for re-enrolment, to students via their Monash University student email accounts towards the end of each year.

Continuing students who do not re-enrol on time will be liable for a late re-enrolment fee and may have their enrolment terminated. Refer to the current [Monash University \(Academic Board\) Regulations](#) and section 2 of the [Graduate Research Termination Procedures](#).

MILESTONE (PROGRESS REVIEWS)

3.9 MILESTONES

Milestones play an important role in a student's graduate research training. They are not only a mechanism for progress management; they are also a research development opportunity that facilitates the student's acquisition of the necessary skills to present their research to their academic peers.

Milestones are designed to support and facilitate a student's progress towards their thesis submission date, providing them with an opportunity to receive structured feedback on their progress to date. Each milestone's requirements are defined by the student's stage of research and may include requirements specific to their discipline.

Within the Faculty of Pharmacy and Pharmaceutical sciences, the fundamental processes of the milestones have been separated. (1) The review of the research program will be conducted by the Student Research Committee. (2) The decision on progression will be made by the Milestone Review Panel.

Student Research Committee (SRC)¹

All milestone reviews will be conducted by meetings with a committee comprising the students' supervisors and at least two independent members, one of whom is chairperson and a member of the Faculty. These review meetings will consider the progress made towards successful completion and report to the Milestone Review Panel.

Milestone Review Panel (MRP)

The Milestone Review Panel is convened only for the 12, 24 and 36 month reviews and is made up of the two independent members of the SRC (above) and the Theme Graduate Co-ordinator (or nominee). Where the SRC unanimously recommends progression, the MRP will ratify this recommendation. Where an SRC does not recommend progression, the MRP will meet as soon as practicable to review the case and make a formal decision. ²This may include ratifying progression, or a course of remedial activity to fulfil set requirements for progression or recommending termination of candidature by MGRO.

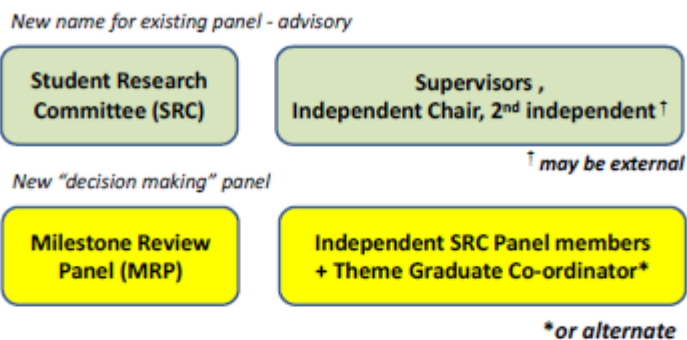
Please note: This milestone documentation is in the process of being updated, and new versions will be sent to you in the coming weeks. The new versions will include a description of each milestone, the requirement and the format for each meeting.

DDB Students please note: The 2018 commencing DDB students will follow a different timeline for milestones - please refer to DDB handbook.

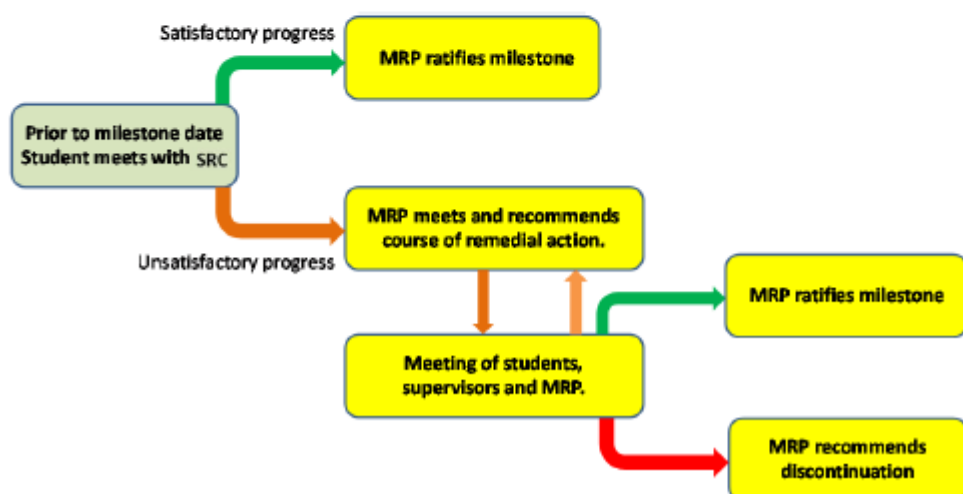
¹ Student Research Committee is appointed by the supervisor in consultation with Theme Grad Coordinator.

² Advice on the MRP process is in section 2.

MILESTONE FLOW CHART



The general model for the review procedures at 12, 24 and 36 months is shown below:



Milestone	Due date
Faculty Commencement review	0-2 months
Faculty 6 Month review	6 months
Confirmation of candidature - 12 month review	12 months
24 Month review	24 months
36 month review	36 months

MILESTONE DESCRIPTIONS

FACULTY COMMENCEMENT REVIEW	
This panel is between the student and SRC members. (Must be completed in first 2 months). . Please download the form and bring it with you to the meeting.	
AIMS	<ol style="list-style-type: none"> 1) Discuss and guide the proposed project including project model 2) Establish that the supervisor and candidate have agreed upon expectations for the conduct of the work. 3) Supervisor to establish panel members 4) Establish the additional research experience 5) Discuss the plan for Monash Doctoral Program training activities
REQUIREMENTS	Oral presentation from candidate on the proposed project.
FACULTY 6-MONTH REVIEW	
This panel is between the student and SRC members. Please download the form and bring it with you to the meeting.	
AIMS	<ol style="list-style-type: none"> 1) Establish that the candidate has developed and revised the research project. 2) Assess if sufficient progress and understanding of the literature has been made. 3) Provide feedback on written work. 4) Check on the progress of planning for additional research experience 5) Check on the progress of training
REQUIREMENTS	Oral presentation from candidate on the proposed project and progress to date.
DOCUMENTS TO BE SUBMITTED	Research Plan: abstract; literature review, hypothesis/aims; experimental design/methods; expected outcomes; references; <10 pages
OUTCOMES	Goal-setting and identifying areas/issues requiring revision/ improvement prior to confirmation of candidature.
12-MONTH/CONFIRMATION OF CANDIDATURE REVIEW	
Online form: https://monash-milestones-prod.appspot.com/	
AIMS	<ol style="list-style-type: none"> 1) Review presentation and progress report to ensure sufficient progress has been made. 2) Review effort, technical achievements, knowledge of the field and written and oral presentation skills.
REQUIREMENTS	Oral Presentation: 20-min presentation to theme/centre + 10min questions, with panel members.
DOCUMENTS TO BE SUBMITTED (1 WEEK PRIOR)	Confirmation Report: Introduction; hypotheses/aims; progress report (results, discussion, conclusions); plans for future work (including a timeline); materials/methods; references; list of publications and presentations from candidate (papers and abstracts); <30 pages.
OUTCOMES	Recommendation regarding confirmation of candidature, guidance on project direction, identification of areas for improvement.

MILESTONE DESCRIPTIONS

24-MONTH/MID-CANDIDATURE/PROGRESS REVIEW	
Online form: https://monash-milestones-prod.appspot.com/	
AIMS	<ol style="list-style-type: none"> 1) Review timeline 2) Assess research progress is adequate 3) Identify research priorities 4) Consider evidence for independence of thought
REQUIREMENTS	Oral Presentation: 20-min presentation + 10 min questions to theme and SRC.
DOCUMENTS TO BE SUBMITTED (1 WEEK PRIOR)	<ul style="list-style-type: none"> • Progress Report: Update since the 12 month SRC meeting (<3,000 words) including proposed timeline for completion. • Plus one of the following4: • a published paper (preferred); or • a submitted manuscript; or • a draft thesis chapter containing the candidate's results
OUTCOMES	Guidance on project direction, outline of areas for improvement and prioritisation, discussion/guidance on international conference attendance and future career plans.
36 MONTH/ PRESUBMISSION REVIEW	
Online form: https://monash-milestones-prod.appspot.com/	
AIMS	<ol style="list-style-type: none"> 1) Review timeline and thesis outline 2) Assess research progress is adequate and coursework Requirements have been met 3) Identify research priorities 4) Discuss career plans
REQUIREMENTS	Oral Presentation: 20-min presentation + 10 min questions to theme and SRC.
DOCUMENTS TO BE SUBMITTED (1 WEEK PRIOR)	Thesis Summary, Chapter Outline <ul style="list-style-type: none"> • Thesis abstract (< 3,000 words) - project overview and main findings • Chapter outline – chapter/section headings
OUTCOMES	Revised thesis outline and timeline for submission, discussion/guidance on future career plans, outline of areas for improvement and prioritisation.
POLICIES - http://www.intranet.monash/graduate-research/handbook-admin-forms/milestone-management	
PUBLIC SEMINAR	
Prior to submission - Public seminar	<ul style="list-style-type: none"> • 45 min seminar open to faculty • 15 min question time

CONDUCT OF MILESTONE MEETINGS

FORMAT

- Meetings should be co-ordinated by candidates 4-6 weeks prior to milestone dates. Consult with supervisors on the best way to communicate with panel members and arrange meeting times.
- Students should provide SRC with appropriate documentation 1 week prior to panel meeting.
- Main Supervisor should provide a review of student progress to SRC prior to meeting.
- Meetings will commence with a presentation by the candidate⁵
- Panel discussion with candidate – presentation, written documents, general knowledge
- Review candidate's fulfilment of the Monash Doctoral Program
- Confidential discussion without supervisors
- Confidential discussion with supervisors without candidate
- Discussion with candidate about outcome of meeting – recommendation to Milestone Review Panel

Documentation completed within one week of the panel meeting

- Includes agreed goals, areas of concern, remedial actions
- Candidate decides whether confidential discussion is recorded
- Record discussed at next meeting to ensure agreed actions are completed

Section 2 - Advice to milestone review panels.

In the event of the SRC not being unanimous about progression through the milestone, the MRP will convene to discuss the case. This panel will take the information coming from the SRC meeting, seek further advice where necessary from the supervisors and the student and recommend a course of action.

Actions available to MRPs are provided in the Graduate Research Progress Management Procedures.

<http://policy.monash.edu/policy-bank/academic/research/mrqs/non-confirmation-of-candidature-procedures.html>

⁴ Supervisors should consult with students as to the most suitable submission type (or alternative) and communicate this to the panel prior to the meeting.

⁵ Where the meeting has been preceded by a formal presentation to the theme and attended by the SRC this should be brief < 10 minutes. If it constitutes the required formal presentation then it must be at least 20 minutes.

CHANGES TO ENROLMENT

4.1 LEAVE

4.1.1 Annual leave

Doctoral students are entitled to annual leave throughout their candidature. Full-time students are entitled to a maximum of 20 days per annum and part-time students are entitled to a maximum of 10 days per annum, pro rata. Annual leave can be accrued up to a maximum of 30 days for full-time students and 15 days for part-time students. Periods of annual leave are arranged by negotiation with the student's main supervisor. It is not necessary for annual leave to be approved by or reported to the Graduate Research Committee (GRC) or Monash Graduate Education.

Scholarship awardees will continue to receive scholarship payments during a period of annual leave.

4.1.2 Other types of leave

From 28 May 2014, the following leave provisions apply. Currently enrolled students who have already exceeded approved leave as per the entitlements set out below but wish to apply for further leave will be considered on a case by case basis.

Students can apply for up to a total of 12 months leave during enrolment where they:

- Require leave of absence e.g. personal, professional, sick or family carer's responsibilities for more than 10 working days at any one time in a year; and/or
- Have been empanelled for jury service for a period longer than 5 working days

In addition, students can apply for up to 12 months parental leave, including maternity leave, adoption leave or spouse/domestic partner leave where they are the primary carer or the partner of the primary carer of a newborn/s or adopted child/ren. Parental leave of up to 12 months is available for subsequent births or adoptions.

Any requests for leave beyond these maximum entitlements will only be considered where **compassionate or compelling circumstances can be demonstrated**.

CHANGES TO ENROLMENT

4.2 EXTENSION TO THESIS SUBMISSION END DATE

Requests by a student for an extension to their thesis submission date will be considered only in exceptional circumstances where the student's research has been delayed by circumstances beyond their control (e.g. equipment breakdown, delays in ethical approval of research, etc.) and there is clear evidence that the student is committed and actively progressing towards completion. Students are to refer to Section 8 of the Graduate Research Progress Management Procedures for details.

Refer to the current Monash University (Academic Board) Regulations for provisions for the maximum duration of enrolment.

Please note: International fee-paying students should note that any extension to the thesis submission may result in additional course fees, for which they are liable.

Applications for extension should be submitted on the appropriate Application for Extension to Thesis Submission Date Form (Monash only).

Please note: The Monash Graduate Research Office (MGRO) will not approve backdated variation requests.

<https://www.monash.edu/graduate-research/faqs-and-resources/content/chapter-four/4-2>

4.3 STUDY AWAY FROM UNIVERSITY

Written permission must be obtained from the Graduate Research Committee to pursue research overseas for any period of time, or to pursue research at a site other than a student's approved study location for periods greater than six weeks' duration. Requests for research or study away should be supported by both the main supervisor and head of the academic unit.

Study away will only be approved where the proposed travel is an integral part of the research program. Some examples of this include: a period of research at the partner institution in a joint doctoral program; where the student is attending a conference; undertaking field work or research; conducting interviews; visiting an external supervisor; consulting with experts in the field of research; or accessing equipment and other resources which cannot be found on campus. Study away will not be approved for personal reasons. Where a student wishes to relocate away from campus, a transfer to external enrolment should be considered (see Conditions of Enrolment).

Applications to study away, supported by the student's main supervisor and head of the academic unit or graduate coordinator, should be submitted on the online Study Away Form (Monash only). Applications should be submitted six weeks prior to the student's proposed departure date to the Monash Graduate Research Office (MGRO) for approval. Students may be restricted by any relevant program requirements.

<https://www.monash.edu/graduate-research/faqs-and-resources/content/chapter-four/4-3>

CHANGES TO ENROLMENT

4.5 WITHDRAWAL FROM CANDIDATURE

Withdrawal in Good Standing

Students withdrawing from their research program should consider the impact of that withdrawal in relation to any enrolled coursework unit/s. Before applying to withdraw, students should check any key dates to avoid academic and financial penalties.

If a student's withdrawal application is approved, any current coursework unit enrolment/s will be discontinued. Depending upon when this withdrawal is applied for, one of the following scenarios applies:

- If a student withdraws before the census date, any enrolled units will have the status of "Withdrawn early". An exception is "Withdrawn no load", which applies to some teaching periods.
- If a student withdraws **after the census date** but before the withdrawn fail date, any enrolled units will have the status of 'Withdrawn Late'.
- Where a student withdraws after the **withdrawn fail date**, any enrolled units will show 'Withdrawn Fail'.

Any student considering withdrawal from his/her research program should discuss the difficulties he/she is facing with the supervisor(s), Graduate Research Coordinator or head of the academic unit so that all options are considered.

Students who do not wish to continue with their research program are required to notify the University in writing of their intention to withdraw, by way of a signed letter, an email or by completing a Changes to Enrolment/Scholarship form (Monash only) and submitting it to the Monash Graduate Research Office (MGRO) for approval purposes. Applications must be approved by MGRO.

Please note: MGRO will not approve backdated variation requests.

Students who wish to be re-admitted into the course of study from which they withdraw in good standing at a later date are to refer to the current Monash University (Academic Board) Regulations and the Graduate Research Re-admission Procedures.

<https://www.monash.edu/graduate-research/faqs-and-resources/content/chapter-four/4-5>

CHANGES TO ENROLMENT

4.6 WRITING UP AWAY

A student may apply for 'writing-up away (relocation)' in the final stages of their enrolment to facilitate relocation only.

- Local students can apply for 'writing-up away (relocation)' to relocate interstate.
- International students on an Australian student visa can only apply for 'writing-up away (relocation)'.

'Writing-up away (relocation)' is limited to an initial period of three months equivalent full time period (EFT) with a possible extension of up to three months EFT in exceptional circumstances only.

Applications for 'writing-up away (relocation)' will only be considered where the following conditions have been met:

1. Sufficient enrolment remaining,
2. All requirements for all research coursework and training and the Pre-Submission Seminar / Final Review have been completed,
3. The main supervisor and head of the academic unit or delegate must certify in writing that the student has:
 - a. completed all requirements stated above; and
 - b. The student has completed a satisfactory first full draft of the thesis.

Students who have been granted 'writing-up away (relocation)' must maintain their enrolment at the University. Students who have not submitted their thesis by the end of the enrolment period may have their enrolment discontinued as per Section 8 of the Graduate Research Progress Management Procedures.

PLEASE NOTE:

- The Monash Graduate Research Office will not approve backdated variation requests.

CHANGES TO ENROLMENT

4.7 TRANSFERS

4.7.1 Transfer between part-time and full-time enrolment

Doctoral students may be permitted to alter their enrolment status from full-time to part-time or from part-time to full-time.

The head of the academic unit, graduate coordinator or Program Director will be asked to confirm that the student will be able to meet conditions of enrolment, including any coursework and/or training requirements where relevant, for the attendance type requested. See [Section 3.5](#) for more information.

Applications to transfer between part-time and full-time enrolment, supported by the student's main supervisor and the head of the academic unit or graduate coordinator, should be submitted on the [Attendance Variation form](#) (Monash only). Applications must be submitted to MGRO for approval.

4.7.2 Transfer between academic units

PhD students may, under certain circumstances, such as a major change in the direction of research or change in the availability of supervision, be permitted to transfer from one academic unit or faculty to another during the course of the enrolment. In such instances, the student must apply for approval from the Graduate Research Committee.

If a student transfers to another academic unit and faculty, the original start date and end date of enrolment will normally apply. If as a result of the transfer a substantial change in research direction occurs an application to extend enrolment may be submitted at the appropriate time. Applications to transfer between academic units within one faculty should be submitted on the [Change of Supervision/Transfer Academic Unit](#) (Monash only). Applications to transfer between faculties should be submitted on the Transfer Application Form.

4.7.3 Transfer between graduate research degrees

Doctoral students may, under certain circumstances, transfer their research to a master's program. The student should first discuss this option with his/her supervisor(s) and head of the academic unit. If a transfer to a master's program is recommended, the student must contact the faculty office and apply to be formally admitted into the master's program.

Where a doctoral student transfers to a research master's program, the student is required to complete the master's degree in which he/she enrolls before seeking readmission to a doctoral degree at Monash.

STUDY AWAY/TRAVEL GRANTS

At some point in your research career, you will almost certainly get the chance to meet with the leading thinkers in your field. We want to make sure you can take up that opportunity – no matter where in the world it arises.

Our travel grants help meet the cost of flights. They can be used to attend conferences (you must be accepted to present a poster or oral presentation of your research), and/or to conduct fieldwork and research outside your home campus.

Travelling expenses means airfares or other fares and associated taxes but not items such as visas, travel insurance, conference registration or accommodation.

No candidate will receive more than the nominated ceiling amount of \$1175 from MGRO over the entire period of their candidature. The faculty will also contribute to your travel costs.

Please note: You are required to complete the Study Away/Travel Grant online form for all periods of interstate travel more than 6 weeks and any overseas travel for the purposes of conference attendance, fieldwork/research/data collection/surveys/interviews.

You are not required to complete this form if your travel is interstate and of less than 6 weeks in duration.

Applications **MUST** be lodged 6 weeks prior to leaving for study away.
Retrospective applications will not be considered.

For travel grant applications, once you receive your award letter from MGRO, please submit your claim form to Postgraduate Research Programs Administrator with your receipts. If your supervisor has paid for it, then please provide the cost centre and fund.

RESEARCH SUPERVISION

High-quality supervision will always be at the heart of the Monash PhD – and you will work with at least two supervisors to ensure you benefit from the knowledge and experience of our diverse research community.

All of our main supervisors are accredited members of the Monash Graduate Research Office, which means they are active researchers and are abreast of the latest developments in their field. They also have the skills needed to guide you through your entire PhD, from the formation of an idea to submission of your thesis. It's this kind of insistence on quality that sets us apart.

In addition to expert supervision, you'll also have access to additional support, including statistical consulting services and English language assistance, where required.

The Monash PhD will enhance your research experience and ensure you graduate with the research and professional skills required to become a leader in your chosen field.

The supervisory team and the candidate must all be aware of each supervisor's clearly defined responsibilities.

Both Doctoral and Masters Candidates should consult the *Code of practice for supervision of doctoral and research Masters Candidates* that is available to view and download online at <https://www.monash.edu/graduate-research/faqs-and-resources/content/chapter-five>

The Code is divided into seven parts:

(A) Responsibilities at the University level

(B) Responsibilities at the faculty level

(C) Responsibilities at the academic unit level

(D) Responsibilities of academic units/schools/programs in relation to supervisors

(E) Responsibilities of supervisors

(F) Responsibilities of the student

(G) Conflicts of interest

RESEARCH SUPERVISION

Changing your supervision arrangements

Candidates may need to change their supervision arrangements for a number of reasons, including when a supervisor goes on leave, resigns or retires, or interpersonal problems arise. In each case you should speak to your supervisor first and department, and then contact the Faculty of Pharmacy and Pharmaceutical Sciences Postgraduate Research Programs Administrator if the problem continues.

You become dissatisfied with your relationship with your supervisor

While rare, it may happen that you become dissatisfied with your relationship with your supervisor. This could happen for reasons related to the content of your thesis – yours and your supervisors interests may deviate during your candidature to the point where you feel you are not getting sufficient help – or because of interpersonal difficulties. Whatever the cause, you should do something constructive about the problem until the matter is resolved, if possible, by frank discussions with your supervisor and/or your associate supervisor, or by referring the matter to the Associate Dean Research Training at the Faculty Research Office or the Health and Wellbeing unit.

Problems with supervision arrangements

The establishment of a satisfactory working relationship between supervisor and candidate should minimise many of the difficulties that may arise in relation to candidature. If, however, problems emerge which are either directly related to your research or which may indirectly affect your ability to continue, it is essential that you keep in contact with the Faculty Research Office. As well as your supervisor and associate supervisor, other research advisers and the Associate Dean Research Training, the Faculty Research Manager and the Health Wellbeing and Development Unit are also available to give advice, interpret regulations, and ensure that your time in the faculty concludes with the successful submission of your thesis.

If a difficulty arises that requires you to change your supervisor, take time off from study, take time away from home or that affects your enrolment in any way you will need to ensure that both the Faculty and MGRO (all candidates) are advised of any changes to your enrolment status.

ETHICS

We are committed to maintaining the highest ethical standards across all of our many research areas. To ensure that our research has a positive impact, all our researchers and research students must abide by our rules of ethical research.

These rules ensure the integrity of your work and help maintain a safe and progressive research environment.

Any research project conducted at Monash, involving human subjects, animals or biohazards, or that is of a culturally sensitive nature, must be approved by the appropriate ethics committee.

Full details of our ethical research standards and procedures can be found in the [Handbook for Doctoral Degrees](#) and the [Handbook for Research Master's Degrees](#).

INTELLECTUAL PROPERTY

Intellectual property is a term that covers a range of legal rights for the protection of creative effort, particularly the protection of economic investment in that creative effort. Intellectual property rights can be bought, sold, leased and dealt with like any other form of property such as land and goods.

One of these rights is the right to *prevent* other people using the ideas or inventions. Ownership bestows on the owner:

- exclusive rights to make, use or sell the property
- the right to assign, transfer, waive rights, license, donate, etc.
- entitlement to registration where applicable
- legal rights to protect property or to seek damages for improper use
- exclusive ability to control development of the intellectual property
- liability for ownership, including taxation, legal action in negligence, etc.
- The university's Intellectual Property regulations for doctoral candidates are outlined in chapter 6 of the *Doctoral Information Handbook for Research Candidates*

[6.1 Forms of intellectual property](#)

[6.2 Intellectual property and postgraduate research students](#)

LABARCHIVES: Electronic Laboratory Notebook (ELN)

What is an ELN? Electronic Laboratory Notebooks (ELN) is a digital platform that is designed to replace traditional paper research notebooks with a secure version and improved research workflow.

The University's ELN platform is **LabArchives**. The Professional Edition is now freely available to all Monash research staff and research students.

PLEASE NOTE: By the end of 2018, the faculty are working towards getting all researchers to record/store their data using LabArchives. DDB staff and students are all currently using LabArchives.

Even though students will be required to record and store their data electronically, it is still expected that students will bring in a notebook to record their work/data and then input the information in Lab Archives later.

GUIDELINES: FOR A WELL-MAINTAINED RESEARCH LAB NOTEBOOK

For students who are waiting for Lab Archives, you must keep a clear and detailed lab notebook. The notebook provides an accurate record of what you have done and is the basis for reports and publications.

Below is a list of criteria that should be met to ensure that your lab notebook is produced and maintained to the highest standards:

- Find a durable hard-bound lined notebook. Do not use a spiral bound notebook as they are more difficult to maintain in good condition during the course of your experiment.
- Label your lab notebook with your name, phone number and supervisors name, project title and date of thesis submission in a prominent location on the outside of the notebook. Make entries in pen, not pencil. This is a permanent record of all your activities associated with your research. Number pages before you commence. This will make it easier to locate specific information at a later date.
- Always date every entry, like a journal. Entries should be brief and concise. Full sentences are not required, but if someone else were to read what you have written, writing would be legible and the key messages would be identifiable. Include all observations made and data produced during your research in sequential order. Even if it seems insignificant, it could later be very useful. Glue or tape any loose papers, photocopies of important items into your notebook. Detail all mistakes, problems and changes to procedure as well as lapses in data collection, so that you are able to fully explain any inconsistencies on completion of your research.
- Description of research methods for achieving data should be: accurate, complete, reliable and verifiable.

THESIS PREPARATION, SUBMISSION AND EXAMINATION

THESIS PREPARATION

Information on how to prepare your thesis for submission

<http://www.intranet.monash/graduate-research/exams/thesis-preparation>

THESIS SUBMISSION

This section contains policy on thesis submission, links to the forms required and practical information about how to submit.

<http://www.intranet.monash/graduate-research/exams/thesis-submission>

COMPLETING YOUR DEGREE

This section outlines examination procedures, including the range of possible outcomes, and provides information on examination in confidence, length of examination and thesis amendments.

<http://www.intranet.monash/graduate-research/exams/degree-completion>

MONASH AFFILIATES

Candidates who have submitted their thesis for examination lose their status as a student and are no longer entitled to access libraries and other university services. However, they may apply to be appointed as a Monash Affiliate for an initial period of no longer than six months which will allow them to have a Monash University Staff identity card with full staff access rights. There is no salary entitlement with this appointment.

POSTGRADUATE PUBLICATIONS AWARD

The Postgraduate Publications Award provides support for candidates who, having submitted their thesis, wish to write up some of their research for publication while they await the result of their examination. Stipend support, equivalent to the Australian Postgraduate Award (APA) rate, is available for a period of up to three months. Further information and an application form is available online at

<http://www.intranet.monash/graduate-research/admissions-scholarships/scholarships/grants/ppa>

ACADEMIC APPEALS AND PROCEDURES

The candidature end for a student will end if their thesis has received a failed mark. If this does happen, candidates do have the right to appeal against the examiners' decision.

See Chapter 8 <https://www.monash.edu/graduate-research/faqs-and-resources/content/>

GRADUATION

Doctoral candidates will be advised by when they have satisfied the requirements for their degree, and given information on how to graduate.

Please ensure you apply to graduate by the due date. This information can be found here: <http://monash.edu.au/graduations/ceremonies/masters-phd.html>