SPHPM Graduate Research Handbook

for

Prospective and Current Students

Doctor of Philosophy (PhD) – Monash Doctoral Program
MBBS - Doctor of Philosophy (PhD)
Master of Philosophy (MPhil)
Master of Surgery (MSurg)
Master of Biomedical Science (MBiomedSci)

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Note! We are located near the city, NOT near the main Monash University campus.

School of Public Health & Preventive Medicine

Main university campus

Scale 1cm = ~1.5 km
School of Public Health and Preventive Medicine

Part of the Faculty of Medicine, Nursing and Health Sciences, the School of Public Health and Preventive Medicine (SPHPM) has more than 800 staff, led by Professor John McNeil.

The School brings together nine unique entities in various locations (see map on previous page):

- Department of Epidemiology and Preventive Medicine (DEPM)
- Jean Hailes Research Unit (JHRU)
- Australasian Cochrane Centre (ACC)
- Department of Forensic Medicine (DFM) & Victorian Institute of Forensic Medicine (VIFM)
- Monash Centre for Health Research and Implementation (MCHRI)
- Monash Ageing Research Centre (MonARC)
- Andrology Australia

DEPM comprises the very large majority of the School. The information in this Handbook therefore has a focus on DEPM, but relates in most ways to all parts of the School.

The work of SPHPM encompasses several of the most important agendas in health care including disease prevention, safety and quality of healthcare, cost-effectiveness of medical therapies and long-term safety monitoring of drugs and devices. The core skills of SPHPM include epidemiology & study design, biostatistics, management of large data-sets, epidemiological modelling, and qualitative methods.

The School manages a variety of major epidemiological resources. These include cohort studies, disease, therapy and procedure registries, and large scale clinical trials. It has collaborative agreements that allow its staff and students to access a variety of other major data-bases. These provide a useful basis for many of the higher research degrees undertaken within the School.

As well as its role in public health research the School provides clinical research support to many of the clinical units at the Alfred and other Monash hospitals. SPHPM has a particularly strong background in training young clinicians in research methodology. Many of its graduates have attained leading positions in hospitals and academic institutions throughout Australia.

SPHPM teaches students in undergraduate courses including the Bachelor of Medicine/Bachelor of Surgery, Bachelor of Biomedical Science and the Bachelor of Health Science. It also runs a range of postgraduate research and coursework programs in clinical and public health, biostatistics, health service management, occupational and environmental health and clinical research methods and the only postgraduate courses in forensic medicine in Australia.

The School currently has approximately 170 Graduate Research students. The Graduate Research Representatives on Faculty are Prof Rory Wolfe and Prof Sally Green and the coordinator of the Graduate Research program is Dr Elizabeth Douglas (all pictured left).
Structure of the School of Public Health and Preventive Medicine

The School is divided into seven divisions, with some overlap:

**Public Health Research Methodology**
*Andrew Forbes (Head)*

Biostatistics, Clinical informatics & data management, Epidemiological modelling, Research governance

**Prevention Science**
*John McNeil (Head)*

ASPREE, Cardiovascular prevention, Obesity & Public Health, Renal disease prevention, Forensic medicine, Women’s health, Andrology Australia, Monash Ageing Research Centre

**Occupational & Environmental Health**
*Malcolm Sim (Head)*

Occupational health, ACHHRA, Air Pollution, Water Quality, Aviation medicine

**Critical Care Research**
*Jamie Cooper (Head)*

ANZICS CTC, Intensive care, Anaesthesia, Pre-hospital, emergency & trauma, Transfusion research

**Clinical Epidemiology**
*Michael Abramson (Head)*

CCRE Therapeutics, Respiratory epidemiology, Musculoskeletal epidemiology, Clinical epidemiology – Cabrini, Infectious diseases, Women’s health, Australasian Cochrane Centre

**Health Services Management**
*Just Stoelwinder (Head)*

Health services research, Global health, Michael Kirby Centre for Human Rights, clinical registries, Jean Hailes women’s research (including social determinants), Medical education research and quality.

**Monash Centre for Health Research & Implementation**
*Helena Teede (Head)*

Women’s Public Health, Diabetes & Vascular Medicine, Centre for Clinical Effectiveness, Clinical Research Support Services, Implementation & Training Program, Vascular medicine.
The school also comprises the entities described below.

**Department of Epidemiology and Preventive Medicine**


DEPM is headed by Professor John McNeil (also Head of School and pictured left). The Department comprises the largest component of SPHPM with 18 Units and nine Centres and plays a prominent role in public health medicine in Australia. Further information on the department can be found below.

**Andrology Australia**

[www.andrologyaustralia.org](http://www.andrologyaustralia.org)

Andrology Australia, headed by CEO Dr Carol Holden, is the country’s peak authority on male reproductive health and associated conditions. Andrology Australia provides community and professional education programs and resources on male reproductive health and associated conditions, and supports national research programs. Andrology Australia is funded by the Commonwealth Department of Health.

**Australasian Cochrane Centre**

[acc.cochrane.org/](http://acc.cochrane.org/)

The ACC, headed up by Prof Sally Green (pictured left), is one of a number of Cochrane centres established worldwide to co-ordinate the activities of the Cochrane Collaboration. The Centre is funded by the Commonwealth Department of Health and Ageing. The Centre has branches in New Zealand, Singapore, South Asia, Thailand and Korea.

**Dept of Forensic Medicine (DFM) & the Victorian Institute of Forensic Medicine (VIFM)**

[www.vifm.org/](http://www.vifm.org/)

[VIFM](http://www.med.monash.edu.au/sphpm/dofm.html)

VIFM is located at Southbank, close to central Melbourne. Professor Olaf Drummer (below) is the Head of the Department of Forensic Medicine. The Institute's senior staff all hold equivalent honorary academic appointments in that department. Based at the Coronial Services Centre, its principle functions are to provide forensic pathology and related scientific services, clinical forensic medicine services, teaching and research. The Institute incorporates the Donor Tissue Bank of Victoria.

**Jean Hailes Research Unit**


Prof Jane Fisher (pictured left) is the Head of the JHRU. The JHRU investigates the psychological and social aspects of women’s health and health services used by women. The Unit’s research uses quantitative and qualitative methods and is informed by a
social model of health underscored by an appreciation of the significance of gender.

Monash Centre for Health Research and Implementation

Prof Helena Teede (pictured left) is the Head of MCHRI, the focus of which is clinical, health services and public health research, emphasising translation into practice and policy. MCHRI has three divisions – the Women’s Public Health Research Unit (healthy lifestyle change, indigenous women’s health, menopause and midlife health, PCOS, reproductive health), The Diabetes and Cardiovascular Disease Research Unit and the Clinical Research Support Unit.


The focus of MonARC is transferal of the results of clinical research of diseases and neurological disorders into clinical management. MonArc has three divisions: the Academic Unit of Geriatric Medicine (AUGM), the Aged Mental Health Research Unit (AMHRU), and the Clinical Research Centre for Movement Disorders and Gait (CRCMD&G). They are headed by Monash University Professors Barbara Workman, Daniel O’Connor, and Robert Iansek respectively.

Registries

The School is the repository of many state and national registries, of which some are listed below.

The Australian and New Zealand Society of Cardiac and Thoracic Surgeons National Cardiac Surgery Database Program* (ANZSCTS)
Australian Cardiac Procedures Registry* (ACPR)
Australian Rheumatology Association Database (ARAD)
Australian Society of Cardiac and Thoracic Surgeons Database* (ASCTS)
Bariatric Surgery Registry
Bi-national Burns Registry (BiNBR)
Breast Device Registry
Massive Transfusion Registry (MTR)
Melbourne Interventional Group Registry* (MIG)
Myeloma and Related Diseases Registry (MRDR)
Neonatal Alloimmune Thrombopenia (NAIT)
Pancreatic Surgery Registry
Prostate Cancer Registry (PCR)
Registry of Kidney Diseases (ROKD)
Surveillance of Australian workplace based respiratory events (SABRE)
Thrombotic Thrombocytopenic Purpura Registry (TTP)
Venous Thromboembolism Registry (VTE)
Victorian Cardiac Arrest Registry* (VCAR)
Victorian Cardiac Outcomes Registry (VCOR)
Victorian Lung Cancer Registry* (VLCR)
Victorian Orthopaedic Trauma Registry (VOTOR)
Victorian State Trauma Registry (VSTORM)

* Denotes a clinical quality registry
Message from the Head of School, Prof John McNeil

Welcome to the Monash Doctoral Program in the Monash School of Public Health & Preventive Medicine. We are very proud of the quality of this program and the success it has achieved in producing leaders in both public health and clinical medicine. To encourage your success in your studies we have produced this brief guide which makes explicit our expectations and commitment to our students.

Choosing a project
One way to undertake a doctorate is to join in a larger study that has already been funded and is supplying (or about to supply) data. Setting up your own project from scratch, without additional financial support, is a much more difficult undertaking in epidemiology that should only be contemplated if you and your supervisors have a full appreciation of the implications.

Academic expectations
Research students in the School are at a more advanced stage in their careers than is the average for the University. As students in DEPM you will be expected to pay particular attention to the design features of your study and the appropriate data manipulation and statistical analysis. By the completion of your candidature we would expect that you would gain the following primary skills:

- High level skills in study design and data analysis;
- Leadership and management skills to enable you to supervise a major study and staff involved in its conduct;
- Problem solving capacity;
- High level skills in a particular specialty area.

Work commitment
It is important to understand that a doctorate requires a very substantial commitment in time and effort. Although almost no-one has the capacity to complete a doctorate in their 'spare' time, it is not uncommon to encounter students who feel that they can fill their week with a variety of activities that have little to do with their studies. This is a recipe for failure. The very brightest people can find graduate research studies a hard slog. It is best to review your commitments when you commence full-time studies so that your minimum commitment complies with Monash regulations.

Research skills
The most important skill to be gained during a research doctorate is a working knowledge of research methodology. The next most important skills are leadership and problem solving. Topic knowledge generally comes a distant third. To gain skills in research methodology you will need to undertake some additional coursework and attend the range of teaching sessions, seminars and special meetings put on by the School. This way you will see a variety of research approaches in action and get a feeling for the strengths and weaknesses of each. You will see how others have approached problems and gain perspectives well beyond those gained from your individual research projects. This is why we place such a major emphasis on attendance at the weekly school seminars, specialist society meetings, etc.
Writing and reading
From the very start it is vital that you become familiar with the literature in your chosen area and that you start to write about it. Map out your reports, presentations and publications for the year ahead and start early. Reviewing the literature should be accomplished annually and feedback on your reviews sought from supervisors and other mentors. The background to your thesis and to any publication can often be written well in advance of data analysis or results generated.

Leadership skills
Development of leadership skills is the other major goal of a doctorate and is a fundamental requirement for those in senior roles. The School will provide a variety of training opportunities in areas such as project management, staff selection and supervision, budgeting, media presentations, etc. However, much more will come from your innate capacity and initiative. Ways in which you can develop and display leadership include:

- Join special societies (e.g., Public Health Association, Australian Epidemiological Association, Australasian Faculty of Public Health Medicine, AMA, etc.), attend their meetings and seek some (usually minor) office bearing role;
- Assume roles within the School that give you visibility, perhaps by assisting with seminar organisation, becoming a student representative or contributing to the social committee;
- Comment on issues through the letter or opinion columns in medical journals or the lay press.

The senior staff members in the School are very much aware of those who put themselves forward in this way since these attributes correlate well with future leadership roles.

Teaching Contribution (see also 'Teaching' below)
Contributions to teaching provide one of the most effective ways of learning and are important for professional development. The School recommends a contribution of at least 10 hours per semester to teaching. At an early stage, this may involve activities such as undergraduate tutorials or problem-based learning sessions and exam marking. Remember to factor in preparation and marking time. Later on you may be asked to assist in other ways such as a guest lecture.

Unit coordinators are encouraged to use PhD students as tutors. It is helpful to have a sound understanding of Epidemiology and Biostatistics and of course good communication skills in English. English as the prime language is not required.

The School pays for all teaching through the Monash payroll system. This can make a valuable contribution to the income of graduate research students. Contributions to teaching are taken into account if students apply to SPHPM for support to attend the Australasian Epidemiological Association and Public Health Association of Australia Conferences (if your abstract is accepted). Teaching contribution can also offset Short Course fees (see Teaching and Short Courses below).

It is most important that teaching contributions are limited to a maximum of 6 hours per week so that they do not interfere with the progress of your graduate study. Request to undertake more teaching, even a very limited amount, should be discussed with your supervisor and/or the Graduate Research Coordinator. You will be expected to keep a record of all teaching contributions in the work diary that will be supplied to you.
Presentation skills

Presentation skills are a fundamental component of research and leadership training. A good presentation can have a very positive influence on the way people perceive you (and vice versa). It is vitally important that you never make a presentation without extensive preparation and practice. The ability to give a good presentation is a skill that is greatly assisted by practice and advice. The School and the University provide training in PowerPoint slide presentation, of which you should make use. As a graduate research student you should take every opportunity to practice making presentations and get critical feedback from your supervisors and colleagues.

Problem solving

Problem solving is a critical part of leadership. During your studies you will often be required to think through how to approach problems that you have never encountered before. Good students rise to this challenge in many ways. Hitting brick walls and working out how to go around them may require high levels of mental toughness and initiative. Developing these skills is fundamental to a good research leader. The School is supportive of students as they go through these ups and downs and will help you deal with them. However we can only help if you approach us!

Communication with supervisors

Although this seems self-evident, it is important that the student is pro-active in maintaining regular and useful communication with his or her supervisor(s). Not only is there an expectation that supervisors are to ensure communication with students, but the reverse is also true. This links closely with student initiative and leadership development.

Frustration

Most new graduate research students find that commencing their studies is unlike any previous work they have undertaken, especially if coming direct from a clinical career. A lack of any imposed structure and an expectation to ‘make things happen’ mean a much greater reliance on initiative and self-organisation. It is often very frustrating when things do not automatically fall into place. However, dealing with this sort of situation is part of a problem solving capacity (see below) and will be invaluable for your later roles in senior positions.

Milestone Reviews

As required by the University, the School maintains close track of its graduate research students and organises annual reviews where you will present your work and subsequently have an interview with various key research leaders in the School (including your supervisors). These reviews provide the major way in which your progress is assessed. It is essential that you put time and effort into preparation. See Milestone Reviews below.

If progress stalls

During the course of your studies you may find your progress hits a brick wall. Reasons may vary. Your experiments may not work, recruitment of subjects is more difficult than expected or essential
data is not available. You should not be discouraged by such events. It is a normal occurrence in real life as well as during studies. However, it is essential that you formulate plans to overcome obstacles early on. Discuss these obstacles (and flag any personal ones, in confidence) with your supervisors and be sure to keep the Graduate Research Coordinator (Dr. Elizabeth Douglas) aware of your concerns. It is much better to relay concerns early.

With best wishes for a productive and successful research program,

John McNeil
The Department of Epidemiology and Preventive Medicine (DEPM) is headed by Professor John McNeil (also Head of School and pictured left). The core skills of the department relate to epidemiology (the study of the distribution, risk factors and causes of disease) and its application to problems in clinical medicine and public health. The Department has expertise in biostatistics and data management, housing an increasing number of state and national registries. DEPM plays a prominent role in public health medicine in Australia with 18 Units and nine Centres listed below.

Location
DEPM is located in The Alfred Hospital's Medical Research and Education Precinct (AMREP) on the edge of Prahran, about 20 km from the main Monash University campus at Clayton and 5 km from Melbourne's CBD, with easy access to trams, trains and buses. See map on page 7 for the location of each component of DEPM and SPHPM. Location within AMREP offers our staff and students opportunities to collaborate with staff from other research groups, to access its seminar and classrooms, and to use the Ian Potter Library (see Libraries and Referencing, below). It also puts us within walking distance of the open spaces of Fawkner and Albert Lake Parks, as well as being close to the popular Chapel St shopping precinct. DEPM students should try to find accommodation near Prahran as your daily activities will largely be based at this site.
**Units**

- Biostatistics Unit
- Cardiovascular Research Unit
- Clinical Epidemiology Unit - Alfred
- Clinical Epidemiology Unit - Cabrini
- Clinical Pharmacology Unit
- Epidemiological Modelling Unit
- Global Health and Society Unit
- Global Health Research Unit
- Health Services Management and Research Unit
- Human Rights and Bioethics Unit
- Infectious Disease Epidemiology Unit
- Jean Hailes Research Unit
- Kidney Disease Prevention Unit
- Musculoskeletal Unit
- Pre-Hospital, Emergency and Trauma Group
- Preventive Medicine Unit
- Transfusion Research Unit

**Centres**

- Australian and New Zealand College of Anaesthetists (ANZCA) Trials Group
- Australian and New Zealand Intensive Care Research Centre (ANZIC-RC)
- Australian Centre for Human Health Risk Assessment (ACHHRA)
- Australian Centre for Radiofrequency Bioeffects Research (based at RMIT)
- Centre of Cardiovascular Research and Education in Therapeutics (CCRET)
- Centre of Research Excellence in Patient Safety (CRE-PS)
- Michael Kirby Centre for Public Health and Human Rights
- Monash Centre for Occupational and Environmental Health (MonCOEH)
- Water Quality Research Australia


**Support**

**Staff**

The SPHPM Graduate Research Coordinator is Dr Elizabeth Douglas (pictured left). Elizabeth oversees all aspects of candidature and you can contact her with any general concerns that you might have. Issues specific to your research project should be discussed with your supervisor in the first instance, but Elizabeth is always available for discussions if you are concerned about any aspect of your progress which your supervisor is not able to satisfactorily resolve. There are a few resources you might like to borrow from her about how to navigate a graduate research journey.

**Student representatives**

Representatives are volunteers from among graduate research students. You will be introduced to them when you commence your studies - they will be pleased to discuss any concerns and suggestions. Their role is to be a conduit between students and the School and to represent students on the SPHPM Research Degrees, Good Research Practice and Space Committees. Their role also involves planning and delivering Professional Development sessions, running morning teas for Graduate Research students, welcoming and supporting new students, identifying and addressing
student issues and representing Graduate Research student issues and interests at key School meetings.

Contact them on sphpm-doctoral-reps@monash.edu

Student Representatives:

Laura Anderson - Department of Forensic Medicine, South Bank

Trang Nguyen - Jean Hailes Research Unit, 549 St Kilda Rd

Jo Schwarzman - CCRET, Alfred Centre, 6th floor

Jason Watterson - PET Group, Alfred Centre, 5th floor
Monash Graduate Education (formerly MIGR) is the central Monash resource for Graduate Research students and is located on the ground floor of the Chancellery Building D, 26 Sports Walk on the Clayton campus.

Monash Graduate Education Handbooks cover all aspects of MPhil/Doctoral candidature. (https://www.monash.edu/graduate-research/faqs-and-resources)

Monash Graduate Education is responsible for –
Administrative coordination of Graduate Research programs including load planning and determination of Research Training Scheme (RTS)-funded places, PhD, MPhil, higher doctorate and professional doctorate course approvals, admission, candidature and thesis examination;
Administration and payroll of postgraduate research scholarships, awards and grants;
Dissemination of research training information;
Day-to-day administration of the Monash Graduate Research Centre, including the coordination of Graduate Researcher Development professional and research training activities.

In addition, Monash Graduate Education provides information on postgraduate study and scholarships at other Australian and international institutions.

The Graduate Researcher Development program (formerly Skills Essentials) focuses on key aspects of employment and research training. The program currently consists of seminars and workshops organised into eight learning domains. (see Professional Development below)

Monash Graduate Education offers a range of information services on research and employment training matters. All candidates receive a fortnightly e-news containing the latest information on seminars, conferences, scholarships, research opportunities and other events relevant to postgraduate research candidates.

Faculty Research Degrees Office (RDO) http://www.med.monash.edu.au/contact.html

The Faculty of Medicine, Nursing and Health Sciences research degrees office administers all aspects of candidature, such as Milestone reviews, annual progress reports, scholarships, student travel grants, Postgraduate Publications Awards, etc.

Monash Postgraduate Association (MPA) www.mpa.monash.edu.au/

The Monash Postgraduate Association (MPA) offers advice on matters that may trouble you if you can’t work it out with your supervisor or your Graduate Research Coordinator. The MPA is run by trained staff, not student representatives. The MPA offers representation, advocacy, seminars, e-resources, networking and other information. A weekly news bulletin can be received by subscribing at: http://www.mpa.monash.edu.au/index.html. It is important not to miss their bulletins.

See also MPA AMREP website http://www.mpa.monash.edu.au/your-campus/amrep.html
Statistical support

Software
Most of the school uses STATA and as Graduate Research student you can attend free short course on Introduction to STATA.

There are two options for installing STATA:

(i) Faculty have a network licence which individuals (staff or students) can join by applying through eSolutions. This enables eSolutions to install Stata on a single Monash resource (eg student's laptop).

(ii) Survey Design and Analysis Services are the Australian distributors of Stata and usually provide excellent customer service - individuals can approach them directly through their website for a single-user Stata licence. PhD students at SPHPM are eligible for their "GradPlan" pricing. This copy of Stata can be installed on all of the individual student's computers (eg if they have both dept PC and home laptop).

Usually option (i) is cheaper.

Analysis
Monash University postgraduate students who have a 50 per cent or more research component in their degrees may apply for up to 5 hours of free assistance (10 hours if commenced prior to 1/1/15) during the course of their candidature. Monash students wishing to utilise this service should email statisticalconsulting@monash.edu. SPHPM students may access this service more directly by emailing the SPHPM Biostatistics Unit at: med-biostats.consult@monash.edu.

The Graduate Researcher Development program also runs a series of Experimental Design and Statistical Analysis seminars.
http://intranet.monash.edu.au/graduate-education/doctoral-program/grd/research-essentials/#start

Language and learning skills services
Note: SPHPM requires international students to have an overall IELTS score of 7.0 with individual band scores of 6.5 is required.

Library resources and seminars
All students can seek one on one assistance from a Learning Skills advisor for a range of academic skills including; academic English, thesis writing, oral communication and presentation. It is recommended that students are referred as early as possible in their candidature, and supervisors are welcome to make contact regarding specific areas for focus. As well as individual sessions, Library and Learning Skills services include induction classes, targeted workshops and courses, online resources and reading groups.

To book individual consultations please contact a Faculty of Medicine, Nursing and Health Science librarian and learning skills advisor, contacts for whom are available at: http://monash.edu/library-skills/contacts/fac-medicine.html

Drop in services are also available during semester:
http://monash.edu/library/skills/resources/classes/drop-in.html

The Graduate Research library guide contains links to targeted research, language and learning skills services http://guides.lib.monash.edu/gradres

For upcoming workshops see https://my.monash.edu.au/news-and-events/bookings/library/

For online resources see http://moodle.vle.monash.edu/course/view.php?id=13126

Graduate Researcher Development seminars
The Graduate Researcher Development program also runs a series of seminars on Thesis Writing Essentials
http://intranet.monash.edu.au/graduate-education/doctoral-program/grd/research-essentials/

English Programs
English Connect http://www.monash.edu/English-connect runs the following programs designed for Graduate Research students:

- Let’s Chat: Module 1 Grad Research (conversational English in Australian cultural context with topics such as Language and Culture, Australian Social Conventions, Culture Shock, Request and Politeness, Voicing Opinion, Workplace Communication)
- GET HELP EXPRESS grammar workshops (Graduate Researcher Development activity with registration through MyDevelopment from Feb 17)
- Let’s Chat Modules 1 and 2 are also available for partners of Grad Research students (at Clayton)

General programs which are open to all:

- Accent with Confidence pronunciation course
- Peer Support - one on one academic English grammar support

Student life and support services
See Monash Connect section below and monash.edu/students/support/
Independent advice and advocacy is available from the Monash Post Graduate Association http://www.mpa.monash.edu.au/advice-&-advocacy/

Equipment entitlements
All students are entitled to a computer – they must first check with their supervisor if a computer is available in their unit or if their unit has funding to purchase one. If not, they may choose either a basic model laptop or desktop. If no computer/funds are available, students are to ask their supervisor to email the Graduate Research Coordinator with the request.

If unit funding is available, supervisors should make their own online IT request, specifying the funding arrangement. Where the student is funded by a scholarship and the scholarship has funds for a computer or the student is willing to expend funds on a computer, supervisors should make their own online IT request specifying the cost centre and fund.
The School has software that is available to students (Microsoft Office/SPSS etc.) Some of these software licenses do not extend to a student’s own computer. Software purchased from an alternate source cannot be supported by our IT.

Printing and scanning facilities are provided. Basic stationery for work at a desk is provided. Further stationery related to a project must be paid for with project funds.

**General information**

**All Students**

**Accommodation**

DEPM is located about 20 km from the main Monash University campus at Clayton and 5 km from Melbourne’s CBD. Suburbs close to DEPM include Prahran, Windsor, St Kilda, South Yarra, and Richmond. Cheaper suburbs are more distant. Check train, tram and bus routes when you are considering your choice. See map on page 7 for locations of other parts of SPHPM.

Former students suggested the following websites:


Some students experience difficulties in finding a flat as the status of ‘student’ may not appeal to some agents. The GRADUATE RESEARCH Coordinator can provide you with a letter of introduction which hopefully may help. Make clear to the agent that even though you are a student, you are a masters/doctoral student and an adult and will not be interested to inspect “student” flats that aren’t presentable.

Older flats may have little or no heating, so you should get an idea of heating costs in advance. Some will not have laundry facilities, so you will need to factor in Laundromat charges to your budget.

It is rare for a flat to be furnished, but there are useful second hand and ‘Opportunity’ shops to furnish a flat, including everything for the kitchen. Student-specific accommodation is often furnished.

There are companies to assist with relocation, but of course they charge a fee. For example: Resettlement Services Australia Pty Ltd ([www.resaust.com.au](http://www.resaust.com.au)); a directory can be found at [www.aussieweb.com.au/directory/relocation/](http://www.aussieweb.com.au/directory/relocation/)

**Monash Connect**

[www.monash.edu.au/connect/ monash.edu/students/support/](http://www.monash.edu.au/connect/ monash.edu/students/support/)

Students can attend at the Caulfield or Clayton Campuses for advice about accommodation and many other issues.

See also

- [Accommodation for students](http://www.monash.edu.au/connect/ monash.edu/students/support/)
- [Careers and jobs for students](http://www.monash.edu.au/connect/ monash.edu/students/support/)
- [Clubs and Societies](http://www.monash.edu.au/connect/ monash.edu/students/support/)
- [Counselling](http://www.monash.edu.au/connect/ monash.edu/students/support/)
- [Family and child care](http://www.monash.edu.au/connect/ monash.edu/students/support/)
- [Financial aid and Sir Edward Dunlop International Students Emergency Fund](http://www.monash.edu.au/connect/ monash.edu/students/support/)
- Legal aid - [Monash Oakleigh Legal Service](http://www.monash.edu.au/connect/ monash.edu/students/support/) and [SMSC](http://www.monash.edu.au/connect/ monash.edu/students/support/) (International Students)
• **Medical services** (For local options, students’ recommendations are held by Elizabeth Douglas)
• **Monash Postgraduate Association**
• **Monash Graduate Research**
• **Religious services**
• **Security Services** and **Safer Community Unit**
• **Social Justice Unit**: Students with disabilities, Ally Network, Cultural Inclusion,

**Shopping at The Alfred and Chapel Street**
The Alfred has a florist, pharmacy, bookshop, hairdresser, post office, ATMs, cafes and occasional ‘stalls’. Ask your fellow students where, among many options, to find the best coffee!

Chapel Street nearby has everything, including a gym with a student discount at Melbourne High School on the corner of Chapel St and Alexandra Avenue, near the river.

**Discounts**
Monash staff and students receive a 10% discount on all non-medicine, non-prescription goods at the Alfred Hospital pharmacy and discount movie tickets are available at the Monash Bookshop in the Alfred Hospital.

“Op Shops” (Opportunity Shops) – these are second hand shops that may not be common overseas. They are a great place to buy cheap goods (clothing, furniture, kitchen supplies etc.) and the proceeds go to charity.

**Banking**
Any of the big four (Commonwealth, Westpac, National, ANZ) are recommended. You may be able to open an account and transfer funds prior to arrival in Melbourne. You have to indicate your home branch reference. Branches in Chapel Street, Prahran are about a 10-minute walk from DEPM. You may find Westpac the most convenient as it has an Automatic Teller Machine (ATM) in The Alfred Hospital, adjoining DEPM. The ANZ has an ATM in the petrol station/supermarket diagonally opposite DEPM.

**International Students**

**Medical**
There has been a steep increase in OSHC (overseas student health cover) rates as a result of the Knight Review which has increased post course completion stay periods which need to be covered. The increase is particularly steep for family cover. Monash Graduate Education has advised that that after a lengthy negotiation with Worldcare with regards to their expensive Multi family OSHC policy, Worldcare is prepared to accept Monash sponsored students requiring multi family cover on the dual family rate i.e. 57 months of cover for multi family at $6,178 instead of $12,578. Note that at this rate, they are still slightly more expensive than Medibank Private for the same duration but their essential cover waives the waiting period for pregnancy and mental health upon commencement of the cover. This is an important factor to consider to ensure that our students are covered for those services on arrival and also have easy access to Worldcare with their presence on campus. As the Worldcare OSHC rates have been approved by the Dept of Health and Ageing and published accordingly, they are unable to vary from the schedule.
If you have queries please contact Christina Hui, Student Finance Accounting Officer to take advantage of this arrangement.

International students can visit local GP clinics with their OSHC world care insurance. You pay up front, then claim from OSHC world care insurance (first visit always costs more). On the corner of St Kilda and Commercial Road there is a GP clinic with an agreement with OSHC world care insurance to “bulk bill” (no upfront payment necessary) after the first visit. The Monash University Health Service have clinics at main Monash campus at Clayton (~20km away), as well as the Caulfield (~8km away) and Peninsula (~55km away) campuses, that provide a range of services and tests and bulk billing (see map on page 7) www.monash.edu.au/health-medical/services.html

Support Services and Programs
Services provided to international students include:
Airport reception and transfer
Orientation for international students
For a full list of services see www.monash.edu.au/study/international/services.html
See also “Destination Monash”:

Visa and immigration
Please note that if you are an international student, you must check if there are any visa conditions that may change with the submission of your thesis, as Monash no longer lists you as a student as soon as you submit. www.monash.edu.au/study/international/visa-requirements.html

Current students with visa questions can contact Monash Connect on 9902 6011.

English language support (also see Support - English Programs above)
Monash Graduate Research - www.monash.edu.au/lls/
Library - http://guides.lib.monash.edu/building-english-skills
English Connect- http://www.monash.edu/students/conversational-english/

INFORMATION A-Z
Annual Reviews (see ‘Milestone Reviews’ below)

Bridging Postdoctoral Fellowships (Faculty)
Faculty Bridging Postdoc Fellowships are offered twice a year, in May and Sept.

See the intranet: http://www.med.monash.edu.au/intranet/research/grantschemes.html and watch Faculty e-Bulletins announcements.

Conferences
PhD students are expected to present their research at national and international meetings, such as the Australasian Epidemiological Association National Conference, the Public Health Association Conference and any other relevant conferences. This allows them to
expose their work to peer review and to develop networks that will be important in their subsequent research careers. SPHPM supports up to four students each year to attend the Australian Epidemiology Association or Public Health of Australia conferences.

**Posters**

All slides and posters must include Monash University badging. You may have multiple badging.


Monash Print and Design Services - [http://www.monash.edu/retail/print-and-design-services](http://www.monash.edu/retail/print-and-design-services)

**Coursework**

**Compulsory**

All SPHPM students (exemptions apply see below) irrespective of enrolment date and including those located elsewhere, are expected to complete the following compulsory coursework units (free of charge if booked for through the Graduate Research Administrator – spphpm-doctoral-admin@moansh.edu) to better equip you to undertake epidemiological research:

**MPH6040** (Introductory Epidemiology)
**MPH6041** (Introductory Biostatistics)

Please note: MPH5020 (Introduction to Epidemiology and Biostatistics) is not a replacement for the individual units MPH6040 and MPH6041.

Exemptions may be granted for previous study and are assessed case by case.

If exemptions are granted without providing transcripts the waiver takes effect if two other coursework units are undertaken.

- **MPH6040** (Introductory Epidemiology) and **MPH6041** (Introductory Biostatistics) are co-requisites as Biostatistics taught in MPH6041 complements learning in MPH6040.
- Students are permitted to complete MPH6041 (Introductory Biostatistics) prior to MPH6040 (Introductory Epidemiology) but are warned that it may be more challenging.
- Students undertaking 100% qualitative projects are permitted to complete MPH6040 (Introductory Epidemiology) alone but are encouraged to complete basic Biostats reading to supplement their learning such as "Essential Medical Statistics, 2nd Ed" by Kirkwood and Sterne, Chapters 1-8 and Chapters 14-16

**MPH6040** (Introductory Epidemiology) and **MPH6041** (Introductory Biostatistics) are taught to standard university semester dates and are offered in the following modes:

**Semester 1** – **DAY mode** - Weekly lecture and tutorial sessions (sessions for both units are taught on the same day)

*Introductory Epidemiology and Introductory Biostats are also run in Semester 1 as part of the Masters of Public Health in DE with block days mode. Entry to this mode is possible only if places are available after MPH students have enrolled. Availability of places are not known until the week before Semester 1.

**Semester 2** – Distance Education (DE) mode - Fully online learning.

Timetables for both subjects can be found at [www.med.monash.edu.au/epidemiology/pgrad/](http://www.med.monash.edu.au/epidemiology/pgrad/)
Semester dates can be found at [www.monash.edu/students/dates/summary-dates.html](http://www.monash.edu/students/dates/summary-dates.html)
**Enrolment**
To enrol for free in Coursework Units students must complete the Adding or Discontinuing Coursework Units Form available from [intranet.monash.edu.au/graduate-education/handbook-admin-forms/forms/#enrolment](http://intranet.monash.edu.au/graduate-education/handbook-admin-forms/forms/#enrolment) and send it to the Graduate Research Administrator at sphpm-doctoral-admin@monash.edu.

Once their enrolment is processed, students will receive a confirmation email and units will appear in their WES. Once enrolled, students must contact the course coordinator in regards to any moodle access issues. Coordinator details for both subjects can be found at [www.med.monash.edu.au/epidemiology/pgrad/](http://www.med.monash.edu.au/epidemiology/pgrad/)

**IMPORTANT:** Check your email for notification of important dates regarding your coursework, including deadlines for withdrawal (Census dates), which, if exceeded, will result in a Fail being recorded.

Enrolling through the Graduate Research Administrator ensures an official record to confirm compulsory coursework unit requirements have been met and also so that your results will appear on your academic transcript. Note that other courses and coursework units outside SPHPM undertaken by a student will most likely incur fees and payment of these fees are the responsibility of the student and supervisor. The School is unable to fund such fees.

Census dates apply to coursework units [http://www.monash.edu.au/enrolments/dates/census.html](http://www.monash.edu.au/enrolments/dates/census.html). Withdrawal from coursework units after census dates will result in the student being responsible for fees for that unit and academic penalties may also apply.

To withdraw from units please complete the Adding or Discontinuing Coursework Units request form available at [http://intranet.monash.edu.au/graduate-education/handbook-admin-forms/forms/#enrolment](http://intranet.monash.edu.au/graduate-education/handbook-admin-forms/forms/#enrolment).

**Exemptions**

**Qualitative projects**
If your project is 100% qualitative, MPH6040 is compulsory, but you are exempt from MPH6041. You may attend the SPHPM Qualitative Short Course instead.

If your project is mixed methods, MPH6040 and MPH6041 are compulsory. The SPHPM Qualitative Short Course may be attended free of charge.

**Previous study**
Students may apply for a credit or exemption from compulsory coursework units if evidence is provided showing similar coursework has been satisfactorily completed previously. Students who completed honours ECX9720 in DEPM are exempt from MPH epidemiology if they achieved a Distinction in ECX9720, but exemption from MPH Biostatistics is reviewed on an individual basis. To apply for a credit or exemption, email Prof Rory Wolfe with details of relevant previous study and supporting transcripts then forward the response to the Graduate Research Administrator so that this can be officially documented. Students commencing from 2015 must also complete and sign a Credit Application Form.
Optional

We strongly encourage you to undertake up to two further MPH units taught by DEPM free of charge, in higher level statistics or a unit related to your research topic. Results of these will appear on your academic transcript. See the Postgraduate Guide at www.med.monash.edu.au/epidemiology/pgrad/ and consult first with your supervisor to confirm you have time for extra study, and then with the Graduate Research Administrator to check if the unit you wish to take is offered free of charge.

Note only two places per year are available for Health Economics units (units with course codes commencing in ECC and ECX) through a reciprocal arrangement with the Faculty of Business and Economics (i.e., 1 student per annum doing two units or two doing one). These will be allocated on a first come, first served basis, provided prerequisites have been met. Contact the Graduate Research Administrator for further information. Those with a co-supervisor in the Centre for Health Economics are not included in this quota.

In some cases, with the supervisor’s and courseworke unit coordinator’s permission, a student may attend (“audit”) and participate in a unit in which they are not officially enrolled, but they won't receive credit on their academic transcript for that unit. With your supervisor’s approval, you may attend an unlimited number of our routine Postgraduate units by attending the Block Days and taking part in the internet discussions. Chat with your supervisor about the relevance of units and your time pressures.

Data management/storage

See also Data Management under Ethics / Good Research Practice (below).

The most important thing for you to know is to use the shared departmental network drive for your work. None of your work should be stored on the hard drive of your desk- or laptop computer or on portable devices such as USB memory sticks. The shared drive is automatically backed up and ensures security. It is not good research practice and may potentially breach the confidentiality of participants to use any other form of storage.

Degrees: Graduate Research

Degrees are outlined below. Much of the information overlaps, so you are advised to read all sections.

Doctor of Philosophy - Monash Doctoral Program (MDP)

All Graduate Research students enrolling in 2015 and onwards will be enrolled in the Coursework stream of the ‘Monash Doctoral Program’. This is a PhD designed to prepare graduates with the skills and capabilities sought by employers, giving them the competitive edge in an increasingly competitive employment market.

- MDP students will abide by new, more stringent Milestone timeframes than for those who enrolled prior to 2015.
• All MDP students will be required to complete compulsory activities prior to confirmation, not unlike those for student who enrolled between 1 January 2010 and 31 December 2014 and include Induction, Research Integrity (see Ethics/Good Research Practice) and a Coursework Component (see Coursework). Note that Graduate Researcher Development activities are optional under the MDP coursework stream.

Eligibility
If you are wishing to apply, please visit www.monash.edu.au/study/research/.

Permission to enrol while still enrolled in another degree is rare.

If English is not your first language, then please pay attention to the English language requirements. In SPHPM, an overall IELTS score of 7.0 with individual band scores of 6.5 is required. This equates to TOEFL PBS 600, TWE 5; CBS 25, ER 5; IBS 100, 25 for written, reading, speaking and listening. If the country where you studied in English, has English listed as one of two or more official languages in the World Fact Book, no English score is required see the link http://www.monash.edu/graduate-research/future-students/eligibility

Please visit our SPHPM, DEPM, DFM and JHRU web pages (e.g., www.med.monash.edu.au/epidemiology/research/) for an indication of the current area/s of research that match your interests. If your interest is in HIV/AIDS, please note there are few opportunities currently. We expect students will pick up a topic that a supervisor here already has planned. See also Scholarships below for scholarship eligibility.

Applying
You may not apply for a scholarship before we invite you to do so. You should first contact the Graduate Research Coordinator, Dr Elizabeth Douglas (elizabeth.douglas@monash.edu), not a potential supervisor in the first instance. Applications for scholarships close each year on 31 May and 31 October for commencing study within three months after each date (the academic year in Australia runs from March to October). See Scholarships below for further information.

If you have a source of funding from an organisation or university for tuition (international applicants) and a living allowance (not private funding), you may apply for candidature without a scholarship at any time. This is also the case for locals with a source of funding for living expenses.

Generally speaking, for candidature you will need a degree at the equivalent Monash level of at least high second class honours and research experience. For a scholarship you will need a first class honours degree and at least one publication in a Scopus-listed journal.

If you think your CV will be competitive and you would like to pursue this further, please send the following to Dr Douglas:

• CV, including full citation of any publications and referees (noting your relationship to each one)
• Transcripts of grades for every degree you hold
• A measure of your proficiency in English if you have been tested (e.g., IELTS score) and if English is not your first language and you have not studied for a degree in English (see Eligibility above for English language requirements)
- A brief statement explaining your current work, why you wish to undertake a higher research degree and the areas of research that interest you (maximum 1 page)
- Details of your funding, if any

After reviewing these documents we will let you know if we think your application might be competitive and if so, we will try to identify a suitable supervisor. Only when this is achieved can we invite you to apply.

**Candidature and thesis**
Information regarding all aspects of candidature is available in the Graduate Research Handbooks [https://www.monash.edu/graduate-research/faqs-and-resources](https://www.monash.edu/graduate-research/faqs-and-resources).

In particular candidates should be familiar with the chapter entitled “Code of Practice for the Supervision of Doctoral students”. You are also expected to read the University’s regulations regarding Intellectual Property. However in practice it would be unusual for the School’s research to find something that can be patented. Nearly always in SPHPM Intellectual Property is assigned to Monash University. See Intellectual Property below.

**MBBS-Doctor of Philosophy**
Entry into this PhD is for medical students who have taken a year’s intermission from their degree to do a B Biomed Sci Hons degree. They convert to a PhD without receiving the honours degree, and its year of study is counted as the first year of a PhD. Thus, milestones are accelerated (see Item 12 in the Graduate Research progress management procedures):

- **Confirmation of Candidature**: No later than six months after enrolment
- **Progress Review**: 12-18 months (but no less than 9 months after Confirmation)
- **Final Review**: No more than 6 months prior to thesis submission

The Progress Review may be combined with the Final Review in exceptional circumstances by application and with School support.

The completed thesis does not differ from the usual PhD.

These candidates return to their medical degree on completion of the PhD.

**Minimum length of enrolment**

The minimum is 12 months of full-time enrolment as per chapter 3.1.1 of the MGE Doctoral Handbook. (Technically, anything less than 3 years and 3 months full-time requires approval by MGE, but with the MBBS-PhD structure earlier submission is allowed.) The principal supervisor must approve that the volume of work in the thesis is suitable for the PhD.

**Milestones**

For the MBBS/PhD cohort, these are different from the regular PhD students.
Staff PhD – DISCONTINUED

Doctor of Medicine (MD)-DISCONTINUED

Doctor of Public Health (DPH) -DISCONTINUED
Enrolments no longer accepted for discontinued degrees; current students may complete.

Master of Philosophy
The Master of Philosophy (MPhil) is a 2-year FT (4-yr PT) university-wide master by research degree for internal or external candidature. In SPHPM the MPhil may be undertaken in the principal areas of research offered by the school. Students will be required to conduct a prescribed program of research under direct supervision of a member of the academic staff.

Two coursework units, Introduction to Epidemiology and Introduction to Biostatistics are undertaken.

The supervisor, in consultation with the candidate, is responsible for developing the research program to be followed by the candidate and for reporting at regular intervals on the candidate's progress. The MPhil requires the candidate to submit a thesis which may include published work directly relevant to the argument of the thesis, provided such work has been written during the period of candidature and has not been presented for any other degree or diploma at this university of any other institution.

Australian citizens, Australian permanent residents and New Zealand citizens may apply for scholarships.

Entry requirements for both domestic and international students are as for a PhD.

Master of Surgery
The Master of Surgery (MSurg) is a 1.5-year (3-yr PT) research degree for internal or external candidature. Candidates undertake a research project under the direct supervision of a member of the academic staff. The work undertaken as part of this research degree must constitute a significant contribution to the knowledge and understanding of a field of study of direct concern to the faculty, and must demonstrate the capacity of the candidate to carry out independent research. There is no coursework.

Australian citizens, Australian permanent residents and New Zealand citizens may apply for scholarships.

Entry requirements for both domestic and international students are as for a PhD.

Master of Biomedical Science
As for MPhil. International students not eligible.
**External Candidates**

While all SPHPM students are situated away from the main Monash campus and some are also situated away from the various SPHPM locations and its affiliated hospitals and institutes, only a few are ‘External’ candidates. In special circumstances a student may be based interstate or overseas. Such students need to have a local supervisor at the institute at which they are based in addition to their Monash supervisors. The local supervisor is responsible for ensuring the student’s engagement in an academic culture. External candidates are required to make regular visits to Monash.

External students must show that they do not reside within daily commuting distance of the campus where their proposed main supervisor is based.

Approval for external enrolment is not automatic. The relevant academic unit and faculty must be convinced that the prospective applicant has the personal maturity and research experience to pursue independent, sustained and structured research off-campus. Applicants may be able to demonstrate these abilities through previous study/research completed in a timely manner, publications or relevant work experience. There also must be a plan that shows how any program requirements will be met. Final approval of any case for external enrolment will be made by the Graduate Research Committee.

For part-time candidates, it is compulsory to study a minimum of 2 full days per week. We strongly advise both should be week days. Full-time work is never allowed for either full- or part-time doctoral students during candidature.

External international students are not eligible for any Monash scholarship.

Full details in Section 3.4 of Graduate Research Handbooks [https://www.monash.edu/graduate-research/faqs-and-resources](https://www.monash.edu/graduate-research/faqs-and-resources), including conditions that differ from internal candidature, completion of compulsory coursework and training and attendance in SPHPM for five days each year and contact with your supervisor in SPHPM at least fortnightly.

See also the Monash Postgraduate Association (MPA) website: mpa.monash.edu.au/your-campus/distance-ed.html

**Distance Orientation:** mpa.monash.edu.au/new-to-monash/DE-HDR-online-orientation.html

**Style of thesis**

Every student’s experience is unique, however as a rough guide to a ‘typical’ candidate in DEPM, students write a systematic literature review during the first year of their candidature whilst they plan their studies, obtain ethical approval, and get work under way. The second and third years are generally devoted to data collection. The second six months of the third year is typically devoted to writing up the thesis and associated publications. Some students (e.g., in human bioethics) write a theoretical doctorate, but these are the exception in the School.

**Traditional chapter format**

The traditional format for a PhD thesis is a cohesive document with consistent style and presentation. See: [https://www.monash.edu/graduate-research/faqs-and-resources/content](https://www.monash.edu/graduate-research/faqs-and-resources/content) and [www.monash.edu/lls/hdr/index.html](http://www.monash.edu/lls/hdr/index.html)
**Thesis including Published Works (formerly ‘Thesis by publication’)**

Monash University allows Graduate Research students to construct their thesis in full or in part from published or unpublished papers. The papers will have been written up during the course of supervised candidature and will be based upon research undertaken during the course of candidature. The papers must be prefaced by a statement signed by all authors disclosing their respective contributions, and must demonstrate a general theme. Most SPHPM PhD students in recent years have adopted this format and there are many examples of such theses in the departmental thesis bookcase. The requirement is different for Doctor of Public Health theses.

For guidelines re inserting into the thesis, formatting, etc, see [http://www.monash.edu/graduate-research/supervisors-and-examiners/examiners/publication](http://www.monash.edu/graduate-research/supervisors-and-examiners/examiners/publication)

**Thesis by combination of traditional chapters and publication**

Some papers can serve as chapters with other chapters in traditional format.

**Employment guidelines**

The candidate’s supervisor(s) must be satisfied that any part-time work undertaken does not interfere with the candidate’s study program and progress. The following conditions apply:

**Full-time candidates**

Full-time candidates are permitted, with the approval of their main supervisor, to undertake a strictly limited amount of paid employment throughout the year, being no more than 15 hours of work per week on average. Up to a maximum of only six hours on average of this employment may be undertaken during normal working hours (9 am to 5 pm, Mondays to Fridays). However, this may be extended to a maximum of eight hours if the employment is limited to one weekday.

International students need to be aware that the employment restrictions outlined above apply even though a student visa permits students to work up to 20 hours a week.

Full-time students not undertaking paid work are expected to study five full days per week.

**Part-time candidates**

In order to undertake part-time candidature, a candidate must be able to devote a minimum of two days per week to the pursuit of the research project. At least one day must be a week day so that a candidate may attend the University to meet with the supervisor or attend seminars or workshops etc. Where the candidate’s research work involves systematic use of University facilities, such as for lab-based disciplines, the faculty may require that at least one and a half days be week days.

In the case of professional doctorate students, part-time candidates must devote the equivalent of one-and-a-half days a week to thesis preparation. The half-day should normally be a week day. This time will allow the candidate to attend the University to meet with a supervisor and to participate in departmental school activities.
Where the candidate is engaged in full-time employment, the head of the academic unit will be required to certify that he/she is satisfied that the candidate is able to spend the stipulated time in pursuit of the research project. The candidate will also need to provide a letter for the committee from his/her employer, which details the time the candidate has available to undertake the research.

Our experience is that it is difficult for students to persist with a research degree part-time if they are employed more than three days per week.

**Ethics / Good Research Practice**

The School places the highest priority on Good Research Practice (GRP). Every new student from all locations in the School must complete the online ‘Onboarding’ ([www.med.monash.edu.au/intranet/sphpm/onboarding/new-staff.html](http://www.med.monash.edu.au/intranet/sphpm/onboarding/new-staff.html)) that includes a GRP induction and receive a copy of the booklet ‘Good Research Practice Guidelines’. Students must also attend (free of charge) a GRP Short Course run by DEPM within the first year of candidature. The School expects all staff and students to conduct their research to meet the highest ethical standards and in compliance with all criteria specified by the Ethics Committee(s) involved in reviewing the project.

The School’s approach to research governance comprises a four-component model of risk management:

- an overall outline of risk management;
- a booklet ‘Good Research Practice Guidelines’;
- Short Courses in research practice;
- Research Governance Committee;

‘Good Research Practice Guidelines’ contains information and websites that are essential for good research practice, such as the National Statement on Ethical Conduct in Research Involving Humans at the NHMRC web site; [www.nhmrc.gov.au/guidelines/publications/e72](http://www.nhmrc.gov.au/guidelines/publications/e72).

The School’s Research Governance Committee is chaired by Prof Robin Bell and members include senior representatives from each component of SPHPM, as well as the School Research Manager, Graduate Research Coordinator and Research Governance Officer, Ms Marina Skiba (pictured, left).

Part of the Committee’s work is also to audit studies that are associated with Department. We recommend PhD students volunteer their projects for auditing as this is an opportunity to receive detailed feedback on research governance issues.

**Ethics**

No research may take place within the School without the prior approval of Monash University’s Humans Research Ethics Committee (MUHREC) formerly the Standing Committee on Ethics in Research on Humans (SCERH). You are required to gain ethical approval from the MUHREC as well as any other institution the research might involve. You may choose to nominate for example, the
Alfred hospital as the primary Human Research Ethics Committee (HREC) and make ‘an application to MUHREC for ethical approval for a multi centre application where the MUHREC is not the primary HREC’. Our Research Governance Committee is available to assist researchers in ethical matters. MUHREC regards Monash staff performing research at other institutions as ‘multi-centre’ research. More information is available at: www.monash.edu.au/researchoffice/ethics.php.

**Data Management**
The Monash data management guidelines and checklist is to be filled in during the first six months of candidature www.researchdata.monash.edu.au/resources/datahdrchecklist.doc

Further information on each section of the Data Planning Checklist can be found at http://www.monash.edu.au/library/researchdata/guidelines/

It is essential that you become familiar with important guidelines regarding Data Management. Please visit the following website (www.researchdata.monash.edu.au/) and be sure to discuss all aspects of it with your supervisor. In particular, it is important that you understand the section **Ownership, copyright and IP** and go to the link Monash University Research Data Planning Checklist (Higher Degree by Research Student), to be filled in thoughtfully with your supervisor at enrolment. Your principal supervisor should each keep a copy and a copy made for any external collaborators as relevant.

Note that the Monash data storage repository (LaRDS) is not to be used without consulting Colin Fee, IT Manager. Please consult him in the interim about optimal data storage strategies.

**Privacy in data handling**
There are now legal requirements for the handling of data that includes personal, sensitive and health information. There are both State and Commonwealth legislation that can be at times, very confusing. The Department’s Guidelines meet the legal requirements that set the minimum standards required, and at times the DEPM may require a higher standard for ensuring research participants’ privacy. You will find useful websites in the GCP booklet and NHMRC website is also a useful resource. All staff are required to sign a confidentiality declaration to show that they understand and accept their responsibilities in ensuring the security and privacy of the data collected in the course of all research activity in the Department.

Breaches in privacy could potentially seriously affect all research in the Department. As part of our risk management plan there are certain procedures to follow when handling data. Information about data collection and management can be found in the Good Research Practice Guide, which you will be given when you join your department. The Short Course is also helpful in understanding the Department’s requirements.

**External Grant Reports**
Most PhD students will be working on grants obtained competitively from outside granting agencies. These agencies require annual reports on progress before approving further funding. You will generally be responsible for the production of the first draft of these reports. It is essential that these be completed before the reporting deadline and then discussed with your supervisor.
Forms

Relevant forms can be found at [http://intranet.monash.edu.au/graduate-education/handbook-admin-forms/forms/](http://intranet.monash.edu.au/graduate-education/handbook-admin-forms/forms/)

Please note that Monash Graduate Education will not accept outdated forms, so do not save them for future use. Monash Graduate Education also will not approve backdated variation requests. It is the candidate’s responsibility to ensure that relevant documents are forwarded to Monash Graduate Education Office prior to the date when the proposed change/s are to take effect and should seek advice from their academic unit if signatures are difficult to secure.

Examination of the thesis

**Submitting**


Handbook: [http://www.monash.edu/graduate-research/faqs-and-resources/content/chapter-seven/7-6](http://www.monash.edu/graduate-research/faqs-and-resources/content/chapter-seven/7-6)

A short summary of the process is below:

1. Supervisor secures examiners
2. Student submits online
3. Supervisor supports submission and provides nominated examiners details
4. Graduate Coordinator endorses submission and examiner nomination
5. MGE assess submission, and thereafter dispatches thesis to examiners

For submission of a Thesis including Published Works additional information including Authorship Contribution Declarations is required. See [http://www.monash.edu/graduate-research/supervisors-and-examiners/examiners/publication](http://www.monash.edu/graduate-research/supervisors-and-examiners/examiners/publication) and the 'Submission of theses' webpage, Chapter 7 of the Monash Graduate Education handbook ([http://www.monash.edu/graduate-research/faqs-and-resources/content/chapter-seven/7-6](http://www.monash.edu/graduate-research/faqs-and-resources/content/chapter-seven/7-6)).

Note when preparing your manuscript that figures inserted from Excel must be in pdf format. A copy and paste may include, embedded in the figure, your raw data! This is accessible to an online reader of your e-thesis.

**Printing and binding costs**

Eligible scholarship holders ([http://www.monash.edu/graduate-research/future-students/support/stipend](http://www.monash.edu/graduate-research/future-students/support/stipend)) are not required to submit an Application for Thesis Allowance form to Monash Graduate Education. Awardees will receive payment directly into their bank account / or by cheque posted to their home address: (i.e. $420 for masters and $840 for doctoral students) within four weeks. Please refer to the list of pay dates and relevant cut-off dates. Awardees will be asked if the faculty or academic unit has paid for the thesis costs at time of submission. In cases where the
thesis costs have been paid on behalf of an awardee, Monash Graduate Education will not pay the thesis allowance to the awardee. The relevant faculty or academic unit will need to seek reimbursement for the costs incurred by contacting Monash Graduate Education in writing via email to scholunit@monash.edu.

Also see Postgraduate Publication Awards above.

**E-thesis**

Note that if you are still working on papers at the time of submitting your thesis, journals you wish to submit to may not accept your paper if you have not placed a temporary embargo on the e-thesis. Make sure you tick the relevant box appropriately


**Graduation**

It is hoped that your supervisors will attend – ask them to put it in their diary.

**Graduate Research Activity Management System (GRAMS)**

This system is to be replaced by MyDevelopment in February 2017. An online system where current students can search and register for induction and professional development activities, track attendance at activities and hours completed and generate a statement of activities for prospective employers. GRAMS is accessible via [my.monash.edu.au](http://my.monash.edu.au) or the GRAMS webpage [http://intranet.monash.edu.au/graduate-education/doctoral-program/grams.html](http://intranet.monash.edu.au/graduate-education/doctoral-program/grams.html).

**Intellectual Property and Deed of Assignment**

Students and their supervisors sign a form, included with the enrolment commencement kit (see [http://intranet.monash.edu.au/graduate-education/handbook-admin-forms/student-resources/ip/](http://intranet.monash.edu.au/graduate-education/handbook-admin-forms/student-resources/ip/)), which clarifies aspects of intellectual property (IP). Monash guidelines are in line with other Australian universities. Information about IP can be found in Chapter 6 of Monash Graduate Education Handbooks for both doctoral and MPhil Degrees ([https://www.monash.edu/graduate-research/faqs-and-resources](https://www.monash.edu/graduate-research/faqs-and-resources)).

The form is to be brought to each Milestone review to ensure the correct box was filled in and that its modification is not required. Nearly all graduate research students are doing projects where IP is assigned to Monash.

**Survey instruments**

Many survey instruments developed by other researchers are copyright. It is illegal to use them without a licence. In addition, there are specified methods of scoring individual surveys, which would be invalid if scored otherwise. If a fellow-student offers you a copy of a survey instrument, take its details and discuss obtaining a licence with your supervisor.
Leave

There are several types of leave.

http://www.monash.edu/graduate-research/faqs-and-resources/content/chapter-four

Please note:

- Monash Graduate Education Office no longer approves backdated variation requests.
- It is the candidate’s responsibility to ensure that relevant documents are forwarded to the Monash Graduate Education Office prior to the date when the proposed change/s are to take effect, or as soon as practicable in extenuating circumstances.
- Where this is not possible due to a candidate facing illness or exceptional personal circumstances, the academic unit (either through the main supervisor or Postgraduate Coordinator/Program Director) must notify Monash Graduate Education Office within 10 working days of the specific circumstances of the candidate to ensure appropriate action is taken.

**Annual leave** (administered at department level)

Full-time doctoral/MPhil candidates are entitled to a maximum of 20 days annual leave per annum, pro rata, throughout their candidature. Part-time candidates are entitled to a maximum of 10 days per annum, pro rata. There is no form for annual leave, which is arranged with the approval of the candidate’s supervisor and academic unit. Annual leave is not approved by or reported to Monash Graduate Education. Annual leave can be accrued up to a maximum of 30 days for full-time candidates and 15 days for part-time candidates. Excess leave cannot be taken after completion.

**Intermission** See Monash Graduate Education handbook Section 4.1.2.1

Candidates can apply for intermission of up to 12 months if approved by supervisor and can be retrospective if not too far in the past. A Changes to Candidature/Scholarship form must be completed and evidence provided. See Forms above.

**Sick leave** (including carer’s leave) see Monash Graduate Education Section 4.1.2.2

Candidates are entitled to up 10 days of sick leave per annum throughout their candidature. This leave is arranged with the candidate’s supervisor and academic unit and is not reported to Monash Graduate Education.

For periods of illness which are longer than 10 days the candidate may apply for up to 12 weeks of sick leave. A Changes to Candidature/Scholarship must be completed and evidence provided. See Forms above.

**Maternity leave** see Monash Graduate Education handbook Section 4.1.2.3

Candidates can apply for up to 12 months with 12 weeks paid maternity leave, except where scholarship conditions allow for payment, e.g., NHMRC. Changes to Candidature/Scholarship form must be completed and evidence of due date provided. See Forms above.

**Other leave**

Other leave includes parental leave and jury duty. See Monash Graduate Education handbook for details.

There is no bereavement leave *per se*; leave other than sick leave or maternity leave fall under intermission. Scholarship stipends may be paid during a limited period of sick leave. See also Travel below.
Libraries and referencing

General information about Monash libraries can be found at www.lib.monash.edu.au/. Opening hours vary among Monash libraries and during various periods in the year, so check the websites. With your library card you can borrow up to 40 items for a month. Off-campus students can arrange postal loans. Your student status allows access to multiple journals and numerous online search engines and databases such as Medline.

The Graduate Research library guide contains links to targeted research, language and learning skills services http://guides.lib.monash.edu/gradres

Hargrave-Andrew Library

The Hargrave-Andrew Library (www.lib.monash.edu.au/hal/) on the main campus houses four key collections: medicine and health sciences; biological and physical sciences; engineering; and information technology. There is a special representative at the Hargrave-Andrew Library, to help students on the AMREP/Alfred ‘campus’. See http://monash.edu/library/skills/contacts/fac-medicine.html.

Ian Potter Library

In addition, DEPM staff and students have access to the Ian Potter Library (www.lib.monash.edu.au/libraries/alfred.html) in the AMREP precinct. Most of the textbooks and journals in disciplines such as epidemiology, biostatistics, occupational & environmental health etc. are held in this collection. Books located at Monash University libraries can be placed on hold and picked up from the Ian Potter Library. Tours of these libraries can be arranged. The library offers a range of learning skills services and online materials. There is a daily courier service between this and the main library at Clayton. Requests of purchase of books not in the Potter Library can be made to the librarian. Students can arrange to spend an hour with the librarian to learn about the libraries.

E-theses

To access former students’ theses:

guides.lib.monash.edu/content.php?pid=161626&sid=1366086

EndNote

Managing your references is an important part of your doctorate. EndNote is a program that you should become familiar with. It manages your references, receives references electronically from Medline searches and generates reference lists formatted to your choice at the push of a button. Training is available through the main campus library and the Ian Potter Library at the Alfred Campus. (see Professional Development for further information)
Milestone Reviews (formerly ‘Annual Reviews’)

During candidature, four reviews are scheduled with your supervisors and the Milestone Review Panel (MRP) to assess how your work is progressing.

At the review meetings, in addition to the required documents (below), you are required to bring your diary listing your contacts with supervisors, contribution to teaching, presentations, seminars attended, courses undertaken, etc.

The University requires all your progress reports, except for your 6-month report, to be submitted to Monash Graduate Education. As of 2015 the first 6-month report is filed with the Faculty Research Degrees Office.

Reviews requiring presentations will be scheduled on Tuesdays so that students can present at the SPHPM Graduate Research Seminar. Scheduling is facilitated by the Graduate Research Administrator at least three months ahead of the due date. Further information for current students can be found via the SPHPM Graduate Research Website page [http://www.med.monash.edu.au/sphpm/higher-degrees/annual-review.html](http://www.med.monash.edu.au/sphpm/higher-degrees/annual-review.html). Please contact the Graduate Research Administrator well in advance if you foresee any scheduling issues with you or your main supervisor due to travel, clinical commitments etc.

**Milestone Review Schedule**

Milestone Review dates are contingent on the date of enrolment and on the Graduate Research degree. For Part-time students, Milestone Reviews are timed at the ‘pro-rata’ equivalent to full-time.

- **6 months** – for feedback from independent academics during the planning phase of your project (written report, Checklist Report)
- **12 months** – “Confirmation of Candidature” (presentation, written summary, Milestone Report, Checklist Report)
- **24 months (formerly 21-27 months)** – “Progress-review” (formerly mid-candidature) (presentation, written summary, Milestone Report, Checklist Report)
- **36 months - Final Review (formerly “pre-submission review”)** (30-min presentation including question time, chapter headings and publications, Milestone Report)
- **Interim review**: These may be held for students as deemed necessary
  - between Milestone reviews if part-time
  - exceeding 3.5 years of candidature
  - with outstanding issues from a previous review

A reminder directing you to the Annual Reviews intranet page that contains a detailed guide along with relevant forms will be sent to you three weeks before each review. You are strongly encouraged to prepare carefully for presentations - a well prepared talk can be of great value to one’s reputation and career.

**Oral Presentation**

The purpose is not only to meet the requirements of your candidature, but also to keep staff and students up to date on the broad range of active public health research at DEPM and to prepare you for conference presentations. Thus, your presentation should be just like a paper presented at a conference.
Confirmation and Progress Review Presentation

- 20 minutes with 10 min extra allowed for audience questions, even if there are fewer than three presenting in the seminar hour
- Introduction: overview of your research area summarising published findings and explaining what your project will contribute to knowledge in the area,
- summary of your research questions and methods
- detailed results for a specific study if available.
- Conclusion

The background is an important component of the presentation to ‘set the scene’ but don’t spend more than a few minutes on it.

**Not included in presentation:**

- timeline
- progress to date
- conference presentations

You can present a paper as a “dry-run” for a conference presentation.

Final Review (formerly Pre-submission) presentation

- 20 minutes with 10 min extra for audience questions
- summary of the thesis structure and findings
- describe in greater detail at least one element of the research.

Milestone Review Meetings

- The Milestone Review Panel (MRP), comprising a chair person, the Graduate Research coordinator (sometimes), two independent academics and if deemed appropriate, any other person nominated by the chair, will meet with both the student and supervisors to discuss
  - the project as whole
  - ‘housekeeping’ issues
  - compulsory activities linked to the milestone for MDP students
  - any confidential concerns
- Supervisors contribute to discussions on the student’s progress and the future phases of the research project in the presence of the student. However, they do not have a formal vote in the decision of the MRP, they contribute to its deliberations.
- Relevant information and documents will be sent to you three weeks in advance
- Return of requested documents must be by the deadline, 8 days before review

**6 month review (12 months part-time)**

This will be conducted with a chair, one independent academic and the principal supervisor (attendance preferable for other supervisors). The Graduate Research Coordinator will most likely attend. Scheduling of these reviews will not be limited to Tuesdays.

**Written submission**

Report (1-2 pages, size 11 font), to include:

- Name in header
- Title of research report / thesis
- Rationale; max 2 paragraphs, references not required
- Research aims & hypotheses
**Confirmation of Candidature (1 year; 2 years part-time)**

This will be conducted with the MRP, the main supervisor and preferably all other supervisors.

**Written submission**

Report (max 2500 words), to include:

- Name in header
- Thesis title
- Brief introduction, including:
  - Background including theory and gaps in literature
- Research aims & hypotheses
- Methodology, including:
  - participants
  - research design
  - statistical analysis / plan
  - results (if applicable)
- Proposed chapter structure, including planned, submitted and accepted papers with full citation (if applicable) and progress so far
- Changes in nature or direction of project (if applicable)
- Timeline of full candidature as appendix included in report (use template provided, fit to 1 page)

Further detail is added to the Checklist Report that is sent to you by the School (e.g. re publications etc.) A Milestone Report is also completed for this review by the student, main supervisor and MRP.

**Progress review (24 months; 48 months part time) (formerly Mid-candidature)**

This will be conducted with MRP, the main supervisor and preferably all other supervisors.

**Written submission**

- Report (max 2000 words, references not required), to include:
  - Name in header
  - Thesis title
  - Brief overview of research project
- Proposed chapter structure, including:
  - planned, submitted and accepted papers with full citation (if applicable)
  - statement of progress for each chapter
- Statement regarding progress towards areas identified for improvement at previous review (if applicable)
- Timeline of full candidature as appendix included in report (use template provided, fit to 1 page)
Further detail is added to the Checklist Report. A Milestone Report is also completed for this review by the student, main supervisor and MRP.

**Final Review (max 6 months before submission) (formerly PSS)**

This will be conducted with the MRP and the main supervisor (attendance preferable for other supervisors). Scheduling will not be limited to Tuesdays. The presentation (see Presentations above) will be 30 min, including 10-min question time, and will be assessed by the review panel, using a presentation scoring sheet. A Milestone Report is also completed for this review by the student, main supervisor and MRP.

**Written submission**

- Name in header
- Thesis Title
- Brief overview of research project
- Chapter plan of thesis project (including the following):
  - full citation of associated publications
  - progress on each chapter and details of remaining work
- Statement regarding progress towards areas identified for improvement at previous review (if applicable)
- Timeline for submission as appendix included in report (use template provided, fit to 1 page)

The review panel will be convened by the chair by email and will meet in person only if exceptional issues are identified.

**Interim review**

- Written summary from previous review with notes about progress/modifications etc. You may choose how to present these, e.g., added into the text in colour, as inserted comments, attached as an appendix, etc.
- No seminar.
- Occasionally, a student is asked simply to resubmit a report for re-assessment in approx. 10 weeks time.

**Extensions**

Extensions to a milestone will be considered for all reasons beyond the student's control. See the Graduate Research Progress Management Procedures [http://www.monash.edu/policy-bank/academic/research/mrgs/grad-research-progress-management-procedures](http://www.monash.edu/policy-bank/academic/research/mrgs/grad-research-progress-management-procedures) for further details.

**Professional development**

For current students, the Alfred based Professional Development sessions are advertised in the calendar on the SPHPM Graduate Research Website.


**Graduate Researcher Development (Formerly Skills Essential Seminars)**


All Graduate Researcher Development activities are optional for SPHPM Graduate Research students. Monash Graduate Education provides a selection of professional and career-related development activities, both face-to-face and online, designed to enhance graduate researcher's competitive
advantage for employment opportunities. These activities are available to all Graduate Research students irrespective of year of enrolment.

Graduate Researcher Development (GRD) activities are categorised into eight learning domains:

- Research Essentials
- The Professional Toolkit
- Networking & Collaboration
- Managing your Career
- Graduate Researchers who Teach
- Publishing
- Communication & Dissemination
- Leading People & Projects
- The International Experience

Further information can be found at the GRD website [http://intranet.monash.edu.au/graduate-education/doctoral-program/grad-res-dev.html](http://intranet.monash.edu.au/graduate-education/doctoral-program/grad-res-dev.html)

Students enrol in GRD activities via MyDevelopment to be launched in February 2017, replacing the GRAMS system [https://grams.monash.edu/monprod/](https://grams.monash.edu/monprod/)

The following quick reference guides about using GRAMS are available for current students in the interim:
- How to register for activities
- How to view registered activities and de-register
- How to access reports on activities

DVDs of some previous GRD formerly Skills Essential seminars can be borrowed from Dr Elizabeth Douglas, SPHPM Graduate Research Coordinator.

**Library Research and Learning Skills Seminars**


**Short Courses**


Short courses (SC) are held throughout the year in our Department.

Ethics and Good Research Practice – compulsory (no charge)

Introduction to Stata (a statistical software package for quantitative analyses recommended by the Department’s biostatisticians) – available at no cost.

Qualitative Methods – available at no cost for students including qualitative analysis in their project (supervisor confirmation required). If your supervisor confirms that further qualitative training is essential, SPHPM will contribute 50% of one coursework unit offered by Monash if it is not a free SPHPM unit (or the equivalent of 50% of one unit for a course outside Monash).

For the other SCs, you have the option of paying half price or tutoring in lieu of the fee. PhD students cannot be admitted gratis since this has severely impeded profitability of previous courses. Students can acquit the cost of attending courses other than STATA and GRP by teaching four unpaid tutorials for attendance at a two-day SC, two tutorials for a one-day and one tutorial for attending a half-day SC. Alternatively, the cost of SCs can be acquitted with three hours of marking for a half-day SC, six hours for a full day, etc. This must be arranged in advance (see Teaching below) and signed off by a Course Coordinator. Suzy Giuliano, SC Coordinator, liaises with the Graduate Research Administrator, who coordinates this list.
Professional Student Meetings (formerly Journal Club)
These are organised by graduate research students, and comprise a mix of speakers and discussion. You are expected to take an active part. The interactive format may be discussion of a journal article or the presenter’s own research or research experience. As a result of student demand, there are occasional presentations by senior staff, who give practical advice and talk informally about their career to provide students with an insight into the many career pathways that can be followed.

Professional Organisations
Several professional organisations exist for those involved in epidemiology and other public health related disciplines. Active participation in one or more of these organisations is important for those wishing to develop a position of influence in their specialty and/or to develop a successful research career. Your supervisor/s will be able to direct you to important ones in your field.

Membership and involvement in one or more of these groups is especially important for epidemiologists because work in the field is greatly assisted by having a wide range of professional contacts. These organisations also provide an important educational and social resource. All hold regular scientific meetings which are a good opportunity to present your work.

Seminars in collaboration with University of Melbourne
UniMelb UpSkills Program is available free of charge to Monash postgraduates if places exist: www.gradresearch.unimelb.edu.au/programs/skills/index.html

Online lectures and other resources

Universities around the world offer online lectures (e.g., UCLA on STATA).

The Graduate Research Coordinator holds copies of some Skills Essential Replay DVDs and some booklets about handling the PhD experience. These can be borrowed.

Two electronic publications that may be useful include the electronic publication ‘How to Write a Thesis’ by Rowena Murray
(library.monash.edu.au/vwebv/holdingsInfo?searchId=3487&recCount=20&recPointer=0&bibId=2304306) - read it early in your candidature.

Another electronic book is ‘The Unwritten Rules of PhD Research’ by Gordon Rugg & Marian Petre
(library.monash.edu.au/vwebv/holdingsInfo?searchId=3536&recCount=20&recPointer=0&bibId=2306208).

Publications
Students are encouraged to produce as many publications as possible during their candidature since success in this area will have a major bearing on your success in obtaining future “post-PhD” support and especially in gaining overseas fellowships. You should adopt the modus operandi “Write early and write often”. You will be responsible for
producing drafts of papers which should then go to your supervisor and other collaborators for further advice. Initial drafts need not be perfect! It is important to get supervisor feedback on your broad ideas first, and then gradually fine-tune the detail in subsequent drafts.

Note: If you are planning/drafting papers that are not co-authored by your supervisors you must discuss this with them. You will be asked about this at your progress reviews.

First publication
When your first publication from your Graduate Research project is published, please notify:
Nicole Shears (nicole.shears@monash.edu) who will arrange a small presentation for you at the next morning tea; and
Jay Illesinge (jayamini.illesinghe@monash.edu), school Research Manager, who keeps the school publication record, which is linked to funding from the government.

Subsequent publications
For all publications from your Graduate Research project, including your first, please notify
Jay Illesinge (jayamini.illesinghe@monash.edu), school Research Manager, who keeps the school publication record, which is linked to funding from the government.

Affiliation on publications
For every publication it is essential that you include in your affiliations, the Department or School, and Monash University. Multiple affiliations are allowed, but Monash must not be omitted.

Authorship of papers
The list of authors of an academic publication, and the order in which they are listed can be a contentious matter. To avoid possible embarrassment it is imperative that those preparing the drafts of publications discuss these matters with the most senior author and/or your supervisor prior to a draft being circulated. All potential authors also need to sign a Statement of Authorship form agreeing to this and it is of course essential that all authors sign off on the final version of the paper before submission. SPHPM guidelines for authorship can be viewed on the Intranet. The Research Governance Committee is the vehicle for queries or grievances through the Research Governance Officer.

It is expected that, except in a few circumstances, Graduate Research students are first authors on papers relating to their project.

It is also essential that all granting bodies are appropriately acknowledged. The most senior author must take responsibility for this.


Monash authorship policy: www.policy.monash.edu/policy-bank/academic/research/research-outputs-and-authorship-policy.html

Note: A different form than the above is required for authorship contributions to your thesis (see Examination of Thesis/Submission above).
Who to notify?
On publication, you must contact Dr Jay Illesinghe (jayamini.illesinghe@monash.edu), the School Research Manager. She will guide you through providing required details for new publications. The publication will then be included in the School database, put onto the notice board, and processes begun to ensure all authorship forms required by Monash are signed for each publication, and that the publication is included in our annual publication report to Faculty. This is critical to receive appropriate government funding.

The School gives a small award (“The Pen”) to recognise a student’s first publication. Please notify the Head of School’s office (nicole.shears@monash.edu) so that this can be arranged.

Recreation
All work and no play… Monash Postgraduate Association arranges various trips and tours: www.mpa.monash.edu.au/seminars-&-social/day-trips.html

Recreation facilities are available at the main campus and the Alfred Research Student Society also offers gym membership for students on the Alfred campus. For Travel Grants see Travel section below.

Scholarships
Applications for scholarships close each year on 31 May and 31 October for commencing study soon after each date (the academic year in Australia runs from March to October). Please do not apply for a scholarship or contact staff members about a project before we invite you to do so. Before contacting potential supervisors you should first contact the Graduate Research Coordinator, Dr Elizabeth Douglas (elizabeth.douglas@monash.edu).

Postgraduate Scholarship Database for Australia: www.jason.edu.au/
http://www.monash.edu/graduate-research/future-students/support/scholarships

Australian Postgraduate Award (APA)
Funded by the Australian Government and available to Australian citizens and permanent residents, New Zealand citizens and, if they have been awarded an International Postgraduate Research Scholarship (IPRS), to international students (see below).

The APA is awarded only to full-time students, who must remain full-time throughout candidature. Part-time candidature may be considered with evidence of illness or a caring role.

Monash International Postgraduate Research Scholarship (MIPRS)
http://www.monash.edu/graduate-research/future-students/support/scholarships

Monash University offers the Monash International Postgraduate Research Scholarship (MIPRS) to international students. However, these are extremely competitive and to obtain one you will need to have an outstanding academic record in at least one degree and probably a first author publication.
in an ISI-listed English-language journal with an Impact Factor. Conference presentations are given little weight if they are not published in conference proceedings in an ISI-listed journal with an Impact Factor.

Part-time awards are not available to international applicants or to applicants seeking to undertake paid employment on a full-time or a substantial part-time basis. The same employment conditions that apply to full-time awardees apply to part-time awardees. A part-time scholarship may be awarded in exceptional cases for medical reasons.

Application deadline each year are 31 May and 31 October. The NHMRC scholarship deadline is 31 July, with announcements in November / December. See also Doctoral Degrees above.

**Faculty/Departmental Scholarship (FRPS/MDS)**

Faculties and departments at Monash University offer postgraduate scholarships funded from faculty or departmental or outside funds to be used at the faculty’s or department’s discretion. However, our School rarely offers local scholarships, except via research funding with such a component (see below) or an occasional ‘top up’ in exceptional circumstances.

**Monash Research Scholarship (MRS)**

Departments at Monash University offer externally funded postgraduate scholarships where the sponsor indicates that the funding is to be used for a scholarship under specified conditions. For further details contact the head of your department.

**Statistical Support Grants, Doctoral Completion Scholarships**

These are for students not previously holding a scholarship - see [http://www.monash.edu/graduate-research/future-students/support/scholarships](http://www.monash.edu/graduate-research/future-students/support/scholarships)

**Postgraduate Publication Awards**

These are offered four times a year. The Postgraduate Publications Awards (PPA) are designed to encourage research degree candidates to disseminate their research findings to a wider audience through publication in professional journals or books. The PPA provides a living allowance for up to 12 weeks for research students whose theses are under examination and wish to use that time to write articles or books based upon their thesis.

The awards are open to postgraduate research students who have submitted or are about to submit their thesis. Their value is equivalent to the current APA rate ($20,427 p.a. in 2009) for a period of up to 12 weeks, and is taxable.

If you are submitting your thesis between 1 March and 31 May, you should apply for Round 1, which closes on 31 March

If you are submitting your thesis between 1 June and 31 August, you should apply for Round 2, which closes on 30 June

If you are submitting your thesis between 1 September and 30 November, you should apply for Round 3, which closes on 30 September

If you are submitting your thesis between 1 December and 28 February, you should apply for Round 4, which closes on 15 January
Candidature without a scholarship
This is allowed only for Australia and New Zealand candidates.

School Awards for Graduate Research students
School awards are presented annually. The following awards are presented to Graduate Research students:

- Best paper (can be self-nominated)
- Outstanding support of peers (nominated by fellow student/s)
- Thesis excellence (nominated by Graduate Research program academic staff)
- Students may also nominate their supervisor for the Graduate Research supervision excellence award

Secretarial & administrative assistance
Due to limited staff resources, the School is unable to provide secretarial or administrative assistance for graduate research students. It is expected that all graduate research students will develop competence with word processing and production of electronic presentations at an early stage in their candidature. Budget-permitting, your Unit will attempt to provide funding for attendance at appropriate computer courses so that routine word-processing, slide processing etc. can be done without the need for secretarial assistance.

Seminars
SPHPM holds weekly Graduate Research Seminars on Tuesdays from 12-1.30pm. DFM hold their own seminars. Graduate research students are expected to attend one of the DFM seminar programs throughout their candidature. It is a School requirement that students attend at least 80% of such seminars. Most will be outside your field of research, which is all the more reason to attend to, as a Public Health scholar, to broaden your understanding of Public Health. Graduate Research students present at this series as part of the Milestone review process (see Milestone Reviews above). We understand that some part-time students and those with clinics may find it difficult to attend every week. Please keep a record of attendance in the ‘diary’ you will be given when you start your candidature. Seminars are advertised by email and listed in a calendar on the SPHPM Graduate Research website site (see SPHPM Graduate Research Website). Apologies can be emailed to sphpm-doctoral-admin@monash.edu.

The School places great importance on these seminars as part of the research and professional experience of graduate research students and academic rigour of the Department, because of the breadth of topics. Exposure to a range of projects enables you to see a variety of methodological and statistical approaches in action and get a feeling for the strengths and weaknesses of each. You will
see how others have approached problems and will gain perspectives far beyond those gained from your individual research project. Witnessing many presentations can also be an important aid in developing a professional presentation style yourself.

In addition to the PhD Seminars there are also general SPHPM Seminars held on Tuesdays from 4-5pm. Speakers are invited to linger after their presentation so that graduate research students can discuss with them the career path that led to their senior positions.

**SPHPM Graduate Research Website**

Current students are encouraged to access the SPHPM Graduate Research (formerly HDR) web page.


To access the page you will need to log in with your "staff-like" username and password.

The page contains links to handbooks, key contacts, forms, Milestone review information and a link to the student representatives’ page. It also contains the SPHPM HDR Calendar of events which includes important dates for Graduate Research students, all SPHPM Graduate Research Seminars and other professional development seminars, both free and charged, being offered at the Alfred Centre.

To add individual events to your calendar, select the event to expand then select ‘copy to my calendar’. To add the entire calendar to your personal google calendar, select the+ Google calendar icon and follow the prompts.

**Supervisors – managing them!**

Each student will have a principal Monash University supervisor and at least one associate supervisor. Many will also have external associate supervisors.

**Meetings**

The student is responsible for arranging regular meeting times with their supervisors. Full-time students can expect to meet with their principal supervisor approximately once every two weeks, depending on the stage of their project. Meetings with all supervisors can be difficult to coordinate, but students are expected to persevere in a professional manner with trying to arrange such meetings at least twice a year. It may require meetings after hours. Students are responsible for keeping records of meetings, the issues discussed and decisions reached. The ‘diary’ is provided for these records and should be available at review meetings. Students should ask their supervisors to let them know if they are going on leave. Students should be included in unit meetings, even if you have chosen your project, which may be outside the program of research being undertaken elsewhere in the unit.

**Feedback from supervisors about written work**

Students and supervisors should agree on an acceptable turnaround time for commenting on students’ written work. This is particularly important towards the end of candidature, but also with
submission of journal articles within the time frame of your candidature and for your progress in
general. Waiting months without any feedback is not acceptable! Nor is undue patience when others
succeed with the squeaky wheel approach.

Support from SPHPM

If things go wrong, you have the right to request more from your supervisor. They have a
responsibility to provide adequate, appropriate and timely support, guidance and feedback and to
provide a harmonious setting for study. Please ring, email or drop in to chat with Liz (Graduate
Research Coordinator) if you have concerns about any aspect of your supervision.

Teaching

Contributions to teaching provide one of the most effective ways of learning (See ‘Teaching
Contribution’ above). The School encourages all students to teach during candidature. This may
involve undergraduate tutorials or problem-based learning sessions and exam marking.

The School pays for all teaching through the Monash payroll system. Teaching can make a valuable
contribution to the income of graduate research students. Contributions to teaching are taken into
account if students apply to the Department for support to attend the Australasian Epidemiological
Association and Public Health Association of Australia Conferences (if your abstract is accepted).

You will be expected to keep a record of all teaching contributions in the work ‘diary’ that will be
supplied to you. It is most important that teaching contributions are limited to a maximum of six
hours per week so that they do not interfere with the progress of your study. Request to undertake
more teaching, even a very limited amount, should be discussed with your supervisor and/or the
Graduate Research coordinator.

Signing up

See Teaching opportunities and professional development at "Teaching @ SPHPM":

This includes tutoring, coursework marking, guest lecturing and supervising a summer vacation
scholarship student. Note: By filling in the forms on the Teaching @ SPHPM website, you agree that
you can be contacted and offered tutoring work. This is a contact process, not an interviewing or
selection process. Please update your details yearly - or more frequently if your
circumstances/availability change - by filling in the relevant Teaching Opportunities form again.

For further information, contact the Teaching @ SPHPM team: SPHPM-Teaching@monash.edu.

You may seek teaching opportunities outside SPHPM if your expertise is appropriate, but we are
unable to assist with this. Be sure not to let your total work commitment exceed Monash Graduate
Education guidelines. These are not as generous as allowed in an international student visa, but it’s
the Monash Graduate Education guidelines that must be adhered to.
The Graduate Researcher Development program offers a range of activities (online and face-to-face) for developing teaching skills [http://intranet.monash.edu.au/graduate-education/doctoral-program/grd/graduate-researchers-who-teach/](http://intranet.monash.edu.au/graduate-education/doctoral-program/grd/graduate-researchers-who-teach/)

**Travel**

Interaction with researchers of international repute enriches and broadens a student's research experience, while also stimulating collaborative research links between Monash and other tertiary and research institutions. The university’s international travel policy and procedures also apply to postgraduate research students [www.adm.monash.edu.au/workplace-policy/international/procedure-staff-international-travel.html](http://www.adm.monash.edu.au/workplace-policy/international/procedure-staff-international-travel.html).

**Study Away / Travel Grant**

Internal candidates must spend the duration of candidature in Melbourne, unless a brief period of data collection is to be done overseas. Usually a maximum total of only six months is allowed after review of an application to 'study away'.

For all periods of overseas travel, a “Study Away/Travel Grant” application needs to be submitted. A study away application must also be submitted for interstate travel longer than six weeks. See Study Away/Travel Grant [http://intranet.monash.edu.au/graduate-education/handbook-admin-forms/forms/index.html](http://intranet.monash.edu.au/graduate-education/handbook-admin-forms/forms/index.html)

The same form is used to apply for Postgraduate Travel Grants.

Post Graduate Travel Grants are for students to:

- present a paper or poster on their current research
- undertake field trips, surveys, data collection or interviews
- learn new techniques
- pursue research in specialist archive collections
- utilise specialist equipment not available at Monash

Note that the Travel Grant covers travelling expenses only. **Travelling expenses means airfares or other fares and associated taxes but not items such as visas, travel insurance, conference registration or accommodation.** The School and Faculty contribute to these grants. All graduate research students are eligible for an amount set by Monash Graduate Research. Postgraduate travel grant application guidelines and application kit can be found at [http://intranet.monash.edu.au/graduate-education/handbook-admin-forms/forms/](http://intranet.monash.edu.au/graduate-education/handbook-admin-forms/forms/). Please read the guidelines carefully and make sure to include all the required supporting documents.
Supporting Documents for Study Away/Travel Grant


2. If DFAT warnings are: Reconsider your need to travel or Do Not Travel only, Security/Safety Plan www.adm.monash.edu.au/human-resources/forms/travel-plan.doc

3. Proof of Insurance – ie copy of the insurance e-card or other if insured through third party. For approved travel only- all PhD students are automatically covered for up to 365 days when travelling (domestic and international) by the University's student travel insurance policy with Accident Health Insurance (AHI). More information here http://intranet.monash.edu.au/finance/firm/insurance/student-travel/index.html

4. Travel for attendance at conferences, copy of submitted abstract plus evidence that abstract has been accepted.

5. Travel for data collection/research, itinerary of the research/fieldwork you will be undertaking, as well as any registrations, invitations or email confirmations exchanged between you and a third party.

6. Projects involving questionnaires, interviews and surveys, Ethics Approval Statement/Letter.

Note Study Away is not usually granted in the first 6 months of candidature and Travel grants are not usually granted in the first 12 months of Candidature but a special application can be made. Six months is usually the maximum time allowed overseas collecting data.

Please read the instructions on the Study Away/Travel Grant form carefully and send it along with the supporting documents to spnpm-doctoral-admin@monash.edu for Level 1 Recommendation. Applications must be lodged 4-6 weeks prior to leaving for study away. Retrospective applications will not be accepted.

Returning from travel
All students participating in Study Away with or without a Travel Grant are required to complete an online Return from Leave/Study Away form prior to their return. This form is available at http://intranet.monash.edu.au/graduate-education/handbook-admin-forms/forms/#enrolment

Students who received a travel grant must also complete a Travel Grant Report available at http://intranet.monash.edu.au/graduate-education/handbook-admin-forms/forms/#scholarships

Travel to collect data/study
With supervisor consent, candidates with or without a scholarship are allowed six months "study away" time. You must apply to Monash Graduate Education for approval. In special cases, a maximum of 12 months may be allowed, but must be assessed by the Monash Graduate Research Committee. No departmental or scholarship funds are available for such travel, apart from the Postgraduate Travel Grant. Sometimes, funds may be available from a particular project, to be administered at the discretion of the principal investigator. See Study Away/Travel Grant section above.
Funding for Travel
Funding for conference attendance and other travel, described below, is available through the Faculty, SPHPM and sometimes departmental units. No other funding is available from Monash. See your supervisor and Unit Head.

**MGE/Faculty/SPHPM Travel Grants**
Note that the Travel Grant covers travelling expenses only. *Travelling expenses means airfares or other fares and associated taxes but not items such as visas, travel insurance, conference registration or accommodation.* The amount awarded will vary depending on travel destination. No student will receive more than a total of $2115 ($1175 from MGE, $470 from Faculty and $470 from SPHPM) over the entire period of their candidature. For more information please see [travel grant guidelines](#).

Reimbursement of Funds
Applicants will receive a letter of confirmation within two weeks of the application being received by Monash Graduate Education. Academic Units will be notified of the names of successful applicants and credited the allocated central contribution amounts. Successful candidates should contact their academic unit for reimbursement of their travel costs.

**SPHPM Grants**
SPHPM supports up to four students each year to attend the Australian Epidemiology Association or Public Health of Australia conferences. We strongly urge you to join one or both of these organisations. The Graduate Research Coordinator calls for applications in June. Attendance at Tuesday seminars and contribution to the School through teaching, as student representative, etc., are assessed.

**Unit Grants**
See your supervisor and unit head.

Working from home
Graduate Research students are regarded in the same way as academic staff, that is, full-time students are expected to attend daily from 9am-5pm. In general we expect students not to work from home. In certain circumstances it may be necessary, but this should be discussed and agreed with your supervisor.

Troubleshooting
If you experience any difficulties with your supervisor that you are unable to resolve, it is important to discuss these with someone in your department. Occasionally it is necessary to add further supervisors or even change supervisors. The Graduate Research Coordinator, Elizabeth Douglas is always available to support students during such a process.
Good luck!

(Let us know if you need more information)