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HONOURS AT ST VINCENT’S

Help and Advice

Please contact us for help and advice:
Dr Amanda Edgley, Honours/MBiomedSc Co-Convenor  T: 9288 3275 E: aedgley@unimelb.edu.au
Dr Kate Graham, Honours/MBiomedSc Co-Convener  T: 9288 3282 E: kgraham@svi.edu.au
Nora Hanafi, Research Training Administrator E: shanafi@unimelb.edu.au

Research Training Committee

The Research Training Committee is comprised of representatives from different departments across the St Vincent’s Hospital and Eye & Ear Hospital campuses. The role of the Committee is to oversee and coordinate the Research Higher Degrees (RHD) and Honours programs on both campuses, and to initiate programs that will enhance both the education of students on campus, and communication between students. Members of this committee are also available to help resolve conflicts between students and their supervisors if they arise.

Current members of the Committee are:
Prof Darren Kelly (Dept of Medicine SVH), A/Prof Louise Purton (St. Vincent’s Institute), Prof Peter Cowan (Immunology Research Centre, St Vincent’s Hospital), A/Prof Geraldine Mitchell (O’Brien Institute), Dr Amanda Edgley (Honours/MBiomedSc Co-Convenor), Dr Kate Graham (Honours/MBiomedSc Co-Conveneer, St Vincent’s Institute), Dr. Mark Chong (St. Vincent’s Institute), A/Prof Paul Baird (Ophthalmology/ CERA), Dr Karina Needham (Dept of Otolaryngology), Dr Michelle Downsey (Dept. Surgery), Mr Hayden Eastwood (Dept of Otolaryngology), Mr. Ayan Dasvarma (Eastern Hill Academic Centre Manager), Ms. Nora Hanafi plus St Vincent’s Students Society co-presidents.

Research Seminars

The Research Training Forum is held on Wednesdays in the Lecture Theatre, Level 2, Clinical Sciences Building (unless otherwise advertised). Details of upcoming RTF seminar dates and times will be emailed to you as they are finalized. Importantly, attendance and participation is compulsory for all Honours’ students and will contribute 4 points to the Honours’ program. Attendance will be recorded by the Honours co-ordinators. Further details are outlined below.

Students are also strongly encouraged to attend various seminars presented within their host department / institution and across the wider campus. These include the St Vincent’s Institute and O’Brien Institute, Bionics Institute and Centre for Eye Research seminars. Details of these will be advertised within each department or institute and the weekly Eastern Hill Campus Weekly Update.

Useful Information

Access
You will be provided with an ID Badge appropriate to your host institution. Access including a swipe card (and out of hours access if required) will be supplied by your host institution.

Banking and Financial Services
The Commonwealth Bank is located in the St Vincent’s Medical Centre, 55 Victoria Parade. An automatic teller machine is also located at the front of the branch.

Bistro
Zouki Café and Bistro is located on the ground floor of the Aikenhead Conference Centre, St Vincent’s Hospital (corner Victoria Parade & Nicholson Street). Open seven days a week for breakfast, lunch and dinner. There are also various other cafes in the Hospital vicinity and around Fitzroy.

**Chapel and Pastoral Care Services**
The Hospital Chapel is located on the Ground Floor of the Healy Wing. There is also a prayer room on the ground floor of the IPS Building. The Centre for Pastoral Care and Counselling offer a service of pastoral care to students of St Vincent’s Hospital. In partnership with the Pastoral Care team, representatives of most religious and faith traditions visit regularly. This service is offered through listening, supportive care, counselling, reconciliation and healing.

**Melbourne University Counselling Services**
All students have access to the Counselling and Psychological Services as part of The University of Melbourne Student Services. This provides a professional counselling service for students who are experiencing physical, emotional or spiritual difficulties. The service is located Level 2, 138 Cardigan St, Carlton, call 03 8344 6927 for an appointment. The service also has a range of self-help material located on their website. [http://services.unimelb.edu.au/counsel](http://services.unimelb.edu.au/counsel)

**First Aid**
Please look at the safety noticeboards to familiarize yourself with your host institution’s first aid staff.

**Health Clinic**
*University of Melbourne Health Clinic*
The University of Melbourne Health Service provides health care for both local and international students, staff and their dependents.
[http://services.unimelb.edu.au/health](http://services.unimelb.edu.au/health)
Location: 138-146 Cardigan Street, Carlton VIC 3053
Telephone +61 (3) 8344 6904
Opening Hours
8.45am - 5:00pm Monday to Friday

**St Vincents Hospital Health Clinic**
Students who need medical attention or advice whilst at work can also attend the staff health clinic. The clinic operates on a bulk-billing basis and is located within the atrium area at the 55 Victoria Parade entrance. Hours are Mon – Fri, 11am - 2pm. Appointments: **9231 2022**.

**IT Support**
Your host institutions IT team will arrange local network access at the start of your studies.

**Laboratory Safety**
You will be instructed in laboratory safety at your induction and a range of training courses will be provided during the year. Please contact the appropriate laboratory manager or occupational health and safety representatives in your host institution for guidance/ advice at any stage.

**Library**
Students will have access to all library services on the main campus. The University of Melbourne library website provides access to databases, online resources via SuperSearch gateway, the library catalogue and more: [http://library.unimelb.edu.au/](http://library.unimelb.edu.au/)

**Parking**
Car parking is available at the Melbourne Museum car park on Rathdowne/Nicholson Streets in Carlton (under IMAX cinema) and in the multilevel St Vincent’s Private Hospital car park located in Fitzroy Street. Bike parking is available at various locations across St Vincent’s Hospital campus.
**Security Services**
Security Officers are on duty 24 hours a day and may be contacted on internal extension 2222.

**St Vincent’s Student Society**
The Student Society is sponsored by the Department of Medicine and run by our students. The Society organizes social and career development events, including regular barbecues, sporting activities, social evenings and comedy nights. The student society will contact you in the first few weeks of the year asking if you would like to become a member and join the mailing list. Please keep an eye out for these emails. All Honours students are welcome and encouraged to participate in activities and events organized by the Student Society.

An offsite educational **Student Retreat** is held annually, which provides a great opportunity for socializing with other students. This is a FREE event for all students. In 2016 the dates of the retreat are tentatively booked for 1st-3rd of April in the Grampians.
The weekend includes sessions on goal setting and career planning, yoga and relaxation sessions, and presentations covering topics including academia and research, overseas placements, scholarships, networking, pharmaceutical sales, patent law and intellectual property. We actively encourage all Honours students to attend this retreat.

**Transport**
The Hospital is serviced by trams, trains and buses. The nearest railway station is Parliament station. Tram stop number 9 is located at the corner of Nicholson Street and Victoria Parade, and tram stop number 17 is at the corner of Victoria Parade and Brunswick Street (St Vincent’s Plaza). Trams servicing these stops travel through the city centre.
HONOURS COURSE DESCRIPTION

BIOM40001 Introduction to Biomedical Research 12.5 points
MEDI40006 Biomedical Advanced Coursework 12.5 points
MEDI40005/13 Biomedicine Research Project 75 points

MDHS Assessment++

BIOM40001 Introduction to Biomedical Research
Assessment Component: Statistics and Experimental Design Assignment
Due Date: ~mid March 2016

Assessment Component: Essays
Due Date: ~early April 2016

++ All enquiries regarding submission and assessments to be made directly to MDHS for this subject.
# Precise submission dates will be communicated by MDHS

Departmental Assessment

MEDI40006 Advanced Coursework
Assessment Component: Journal Paper Critical Review/ Exam (CW) 4 %
Due Date: Thursday 2nd June at 9:30am

Assessment Component: Research Essay (CW) 4.5 %
Due Date: Fri 15th July by 5pm

Assessment Component: Research Training Forum (CW) 4 %
Due Date: Ongoing

MEDI40005 Research Project
Assessment Component: Literature Review (R)
Due Date: Fri 29th April by 5pm

Assessment Component: Oral presentations – Literature Review (R) 2.5 %
Due Date: Thurs 14th April

Assessment Component: Final Oral Thesis Defense (R) 7.5 %
Due Date: Wed 28th Sept & Thurs 29th Sept

Assessment Component: Thesis (10,000 words) (R) 55 %
Due Date: Fri 21st October by 12 noon

Assessment Component: Supervisor / Laboratory Competence (R) 5 %
Due Date: Ongoing
Additional Information

Leave
Since the Honours year is highly competitive and only a short duration it is important that students realise that semester holidays are not part of the Honours year. Students must formally apply for all leave of absence e.g. annual leave/sick leave. Please contact Nora for procedures and forms.

Assessment feedback
Feedback will be returned for the following components:

- Literature Review oral presentations (comments)
- Literature Review (Examiner comments and marks)
- Thesis (Examiner comments are available upon request)

Late Submission Policy
Coursework or research project components submitted later than specified time on the due date will incur a 5% per day penalty reduction in marks. Submissions made 4 or more days late will be not considered for assessment.

Complaints and Grievances
Assessments: Students should contact Amanda or Kate directly if they wish to discuss their assessment for the Advance coursework subject or any component of the Research Project. They will provide guidance and assistance with resolving the complaint.

Personal: Complaints and Grievances are handled as per university policy (http://www.studentcentres.unimelb.edu.au/eastern/admin/complaints_and_grievances). Students with a complaint or grievance should contact Amanda or Kate directly, at the earliest possible opportunity, to discuss. Any discussion will be completely confidential and Amanda and Kate can provide guidance and assistance with resolving the complaint or grievance.

Students can also contact MDHS Student Centre for advice and guidance. Appointments are made online http://sc.mdhs.unimelb.edu.au/.

Students experiencing difficulties may also utilise the Melbourne University Counseling Service. The service is located Level 2, 138 Cardigan St, Carlton, call 03 8344 6927 for an appointment. http://services.unimelb.edu.au/counsel/about/contact

Students Experiencing Academic Disadvantage (SEAD): The University of Melbourne recognises that academic disadvantage occurs when a person’s circumstances or attributes substantially impact on their academic performance and participation. For students whose circumstance is considered short term (e.g. illness, bereavement, change in accommodation), the University provides flexibility through standard extensions and Special Consideration (see following section for more on Special Consideration).

For more information: http://services.unimelb.edu.au/disability/students

Extension / Special Consideration: All extensions and special consideration applications must be assessed and approved by the MDHS Faculty. If you have any special circumstances or are experiencing difficulties affecting your performance during the year you must contact Amanda or Kate to discuss at the earliest opportunity. They will provide guidance and assistance with the process. All applications are processed through the student portal and Nora can provide assistance if required.
Other Resources
Finally, for students and supervisors seeking some more specific support at an academic or personal level, the University offers various services through the:

Academic Skills Unit: http://services.unimelb.edu.au/academicskills
Disability Liaison Unit: http://services.unimelb.edu.au/disability/students
University Counselling Service: http://services.unimelb.edu.au/counsel

Students and Supervisors should take every opportunity to benefit from the support available to ensure that both research project and coursework components of the Honours Course progress well and that the Melbourne experience is enjoyable and rewarding.

Completion
Successful completion of the Honours program requires an overall score greater than 65% with a pass in both the Research Project and the Advanced Coursework.
What is expected of an Honours student?

Ethics in research
The University of Melbourne is dedicated to creating an environment that promotes responsible academic conduct by embracing standards of excellence, trustworthiness, and lawfulness. Research integrity embodies a commitment to intellectual honesty and personal accountability and to a range of practices that characterise the responsible conduct of research.

For more information: Graduate Research Hub: http://www.research.unimelb.edu.au/
Office of research ethics and integrity: http://orei.unimelb.edu.au/

Intellectual property
Intellectual Property for Students and their Supervisors – Melbourne Research:
https://mro.unimelb.edu.au/contracts/ip/students

Data integrity and academic honesty
“The most important attribute that the University of Melbourne would like to see in its graduates is a profound respect for truth, and for the ethics of scholarship ... we want our graduates to be capable of independent thought, to be able to do their own work, and to acknowledge the work of others.”
Professor Peter McPhee (Provost 2007-2009)

In all written work submitted for assessment, students must show the sources for material, referenced within the text. We strongly encourage all students to read through the University of Melbourne Academic Honesty website in order to understand the responsibilities associated with Academic Honesty. Presenting material from other sources without full acknowledgment (plagiarism) will be penalised heavily. This holds for both copying and paraphrasing of others' work.
http://academichonesty.unimelb.edu.au

Turnitin
Turnitin is online web-based text-matching software that works by comparing electronically submitted papers to billions of pages of content located on the Internet and proprietary databases as well as the work of other students whose papers have also been submitted into the system. This software is currently used by many universities in Australia and internationally. The University of Melbourne has been using this software since July 2004 and it is providing a valuable addition to existing methods for supporting the University's policy on academic honesty.

In 2016 Honours students may be asked to provide originality reports for written work.
For more information: http://academichonesty.unimelb.edu.au/turnitin/

Professional conduct
From the outset of candidature, Honours students should arrange to meet with their supervisors at appropriate and regular intervals. Candidates should keep supervisors informed of their research activities, progress and problems and it is expected that an agreed level of contact hours will be arranged between the student and the supervisor. We encourage supervisors and students to implement a process whereby meetings (including outcomes and action items) are documented in writing and signed by both the student and the supervisor. For more info: http://orei.unimelb.edu.au/content/codes-conduct
RESEARCH TRAINING FORUM

Research Training Forum

Students are required to attend and participate in the Research Training Forum, which is held on Wednesdays in the Lecture Theatre, Level 2, Clinical Sciences Building (unless otherwise stated). The current schedule for the RTF is below and will be regularly updated as the year progresses. Details of upcoming RTF seminars including dates and times will be emailed to you as they are finalized.

Attendance is compulsory for all Honours students and will be recorded by the Honours co-ordinator. If you cannot attend the RTF you are required to email Amanda or Kate outlining the reason(s) for this. Please note laboratory work / experiments are not acceptable reasons for not attending the forum. It is your responsibility to ensure you plan your experimental work accordingly.

The forum seminars will consist of research seminars from PhD students (e.g. PhD confirmation seminars), the Honours student oral presentations, journal club presentations and professional development sessions including statistics (didactics & analysis of student data), oral presentation skills and thesis writing.

RTF Timetable **

** Timetable is subject to change. Weekly schedules and reminders will be sent by Nora/Amanda

<table>
<thead>
<tr>
<th>Date</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 29th Feb</td>
<td>MBiomedSc Induction 1pm</td>
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<tr>
<td>Monday 29th Feb</td>
<td>Eastern Hill Academic Campus Honours Induction, 2pm</td>
</tr>
<tr>
<td>Wednesday 2nd March</td>
<td>PhD Induction, 11am</td>
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<tr>
<td>Wed 23rd March</td>
<td>PhD Confirmation, 12-2pm</td>
</tr>
<tr>
<td>March 25th – March 29th</td>
<td>EASTER</td>
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<tr>
<td>Friday 1st-Sun 3rd April</td>
<td>SVSS retreat at the Grampians</td>
</tr>
<tr>
<td>Wed 6th April</td>
<td>PhD Confirmation, 12-2pm</td>
</tr>
<tr>
<td>Wed 13th April</td>
<td>PhD Confirmation, 12-2pm</td>
</tr>
<tr>
<td>Thurs 14th April</td>
<td>Honours Literature Review Talks from 10am-1pm in SVI conference room</td>
</tr>
<tr>
<td>Wed 20th April</td>
<td>PhD Confirmation, 12-2:30pm</td>
</tr>
<tr>
<td>Wed 27th April</td>
<td>Journal Club, 10am – speaker schedule TBC</td>
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<tr>
<td>Friday 29th April</td>
<td>HONOURS LIT REVIEW DUE</td>
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<td></td>
<td>Eastern Hill Campus 3 Minute Thesis Competition, 4pm, Level 2 CSB TBC</td>
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<tr>
<td>Wed 4th May*</td>
<td>RTF Journal Club, 10am – speaker schedule TBC</td>
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<tr>
<td>Wed 11th May</td>
<td>RTF Journal Club, 10am – speaker schedule TBC</td>
</tr>
<tr>
<td>Wed 18th May (TBC)</td>
<td>Statistics seminar – “Forming a testable hypothesis”</td>
</tr>
<tr>
<td>Wed 25th May</td>
<td>RTF Journal Club, 10am – speaker schedule TBC</td>
</tr>
<tr>
<td>Thursday 2nd June</td>
<td>HONOURS EXAM 10-1pm</td>
</tr>
<tr>
<td>Wed 8th June</td>
<td>RTF Journal Club, 10am – speaker schedule TBC</td>
</tr>
<tr>
<td>Wed 15th June</td>
<td>RTF Journal Club, 10am – speaker schedule TBC</td>
</tr>
<tr>
<td>Wed 22nd June</td>
<td>RTF Journal Club, 10am – speaker schedule TBC</td>
</tr>
<tr>
<td>Friday 15th July</td>
<td>HONOURS ESSAY DUE</td>
</tr>
<tr>
<td>Wed 20th July (TBC)</td>
<td>RTF Statistics Seminar - didactics</td>
</tr>
<tr>
<td>Wed 17th August</td>
<td>RTF Oral Presentation Skills</td>
</tr>
<tr>
<td>Wed 31st August</td>
<td>RTF Thesis Writing Skills</td>
</tr>
<tr>
<td>Wed 14th September</td>
<td>Statistics Seminar – “Analysing your data”</td>
</tr>
<tr>
<td>Wed 28th &amp; Thurs 29th September</td>
<td>Honours student Final Presentations, 10am each day @SVI conference room</td>
</tr>
<tr>
<td>Thursday 6th October</td>
<td>MBiomedSc oral presentations, 10am @SVI conference room</td>
</tr>
<tr>
<td>Friday Oct 21st, 12noon</td>
<td>Honours &amp; MBiomedSc Theses DUE</td>
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</tbody>
</table>
Journal Club Presentations

Students are required to select a recently published paper relevant to their field of research and prepare a 30min presentation the outlines the purpose of the study, the major findings and a summary of the discussion and conclusion and outline how it relates to their own research.

The purpose of this task is for students to gain experience and skills in reading and evaluating scientific manuscripts, the communication of scientific literature to a wide audience and to practice presentation skills.

These presentations are not individually assessed; they are a component of the RTF assessment. However Kate and Amanda will give feedback at each of the sessions to help with your professional development.

<table>
<thead>
<tr>
<th>Date</th>
<th>Presenters</th>
</tr>
</thead>
<tbody>
<tr>
<td>27th April</td>
<td>Jie Yang &amp; Eleanor Watson</td>
</tr>
<tr>
<td>4th May</td>
<td>Victoria Baker &amp; Joshua White</td>
</tr>
<tr>
<td>11th May</td>
<td>Lok Man Pang &amp; Jialu Xu</td>
</tr>
<tr>
<td>25th May</td>
<td>Lucie D’Udeke D’Acoz &amp; Leah Lazzaro</td>
</tr>
<tr>
<td>8th June</td>
<td>Sie Chen &amp; Renee Tsongas</td>
</tr>
<tr>
<td>15th June</td>
<td>Kyung Min Lee &amp; Jordan Clarke</td>
</tr>
<tr>
<td>22nd June</td>
<td>Dana Alhuzaimi &amp; Jie Gao</td>
</tr>
</tbody>
</table>

Assessment

Attendance and participation at the RTF seminars will account for 4% of the total mark for the year.
CRITICAL REVIEW EXAM

Date: Wednesday 1st June 2016

Students will undertake an exam during which they will be given a journal paper to read and then answer specific questions related to the text. The exam will take place over 3 hours.

Thursday 2nd June, 10:00 am – 1:00 pm
Venue: SVI conference room, Ground Floor, SVI.

Guidelines

At the exam you will be presented with an unseen * journal paper and asked to answer specific questions about the study design, methodology and analysis of results.

The purpose of the exam is to assess your ability to critically evaluate a scientific manuscript.

*NOTE: This paper will not be within anyone’s field of research.

Useful Tips

Skills that are helpful when critically reviewing a manuscript include:

Summarizing:
- The topic, or the main question it proposes to answer.
- The arguments that it makes and evidence used to support answers
- The structure of the text or method used to answer the question.
- The conclusions reached in the text.
- Drawing the conclusions into a schematic diagram or figure

Evaluation:
- Is the question the text tries to answer relevant, interesting, new, useful, and who will find the text useful?
- Is the text detailed, or brief? Simple or complex?
- Is the evidence presented to support the answer extensive? Contradictory?
- What additional information or experiments could be described?
- Has the data been analyzed correctly and effectively? Are the appropriate statistical measures used?

If you’d like to practice for this critical review, please request for a scientific paper (or two!) from your supervisor, get them to remove the abstract and then practice writing your own abstract for the paper.
RESEARCH ESSAY

Deadline: Friday 15th July 2016 (5pm)

Please submit one electronic copy of your essay to:
Research Training Administrator, Nora Hanafi (shanafi@unimelb.edu.au).

Guidelines

The rationale for this requirement is to develop/practice formal writing techniques and to extend students thinking/information gathering skills beyond their immediate research projects. The supervisor (and other academic staff) will not read the essay, including plans and drafts but verbal consultation is permitted and encouraged.

A list of potential essay topics will be distributed to students 6 weeks prior to the due date (3rd June). Students should answer one essay question.

Students should submit an essay (2000 words excluding references).

The document should be formatted as double line spacing using 12pt Times New Roman font or equivalent. Figures and tables may be used. The word limit must be strictly adhered to. The final word count does not include references but does include figure legends/tables.

References should be cited in the text and listed in the bibliography in a conventional manner (you can use any conventional mainstream journal format). The University of Melbourne supports the use of Endnote as a reference manager system.

http://library.unimelb.edu.au/services/help_yourself/tools

A few hints from previous years............a balanced answer is required and Wikipedia is NOT an appropriate reference source.

Assessment

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>Formal writing technique (including writing style, clarity, grammar and a balanced answer to the question).</td>
<td>20%</td>
</tr>
<tr>
<td>Understanding and interpretation of literature relevant to the question</td>
<td>40%</td>
</tr>
<tr>
<td>Critical analysis of issue(s)</td>
<td>20%</td>
</tr>
<tr>
<td>Bibliography</td>
<td>15%</td>
</tr>
<tr>
<td>Presentation and design layout</td>
<td>5%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

The essay receiving the highest marks will be awarded the “2016 Best Essay Prize”.

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LITERATURE REVIEW

Deadline: Friday 29th April @ 5:00pm

Please submit one electronic and three soft bound or spiral bound copies of your literature review to: Nora Hanafi, Room 403, Level 4, Clinical Sciences Building (9288 3601)

Guidelines

The content should be 3500 words in length.

The document should be formatted as double line spacing using 12 pt Times New Roman font or equivalent. It must include factual details derived from source material (research papers, books, electronic sources).

All sources must be listed in a bibliography appended at the end of the review. References should be cited in the text and listed in the bibliography in a conventional manner (you can use any conventional mainstream journal format). The University of Melbourne supports the use of Endnote as a reference manager system.

http://library.unimelb.edu.au/services/help_yourself/tools

An important component of the literature review will be to include a project outline at the end. This can be up to four pages long and should include a statement of the hypotheses to be tested, specific aims, a brief outline of experimental design (including calculations for statistical power if appropriate) and a suggested timeline for completion of experiments.

The project outline should be discussed in detail between student and supervisor(s). These may change throughout the year as each project evolves, however this task should facilitate early dialogue between student and supervisor(s). These will also allow the reviewer to link the relevant literature with the specific research project.

Figures must be original work by the student, be of high quality and must be relevant to the topic. Where work of others is adapted to produce figures or tables, these should be appropriately referenced. Please be aware of copyright issues regarding the use of figures and data from previously published sources.


Presentation, clarity and English style are important components of the literature review.

A literature review should demonstrate your intellectual ability to recognize relevant information, and to synthesize and evaluate it according to your project. Your reader not only wants to know what literature exists, but also your informed evaluation of the literature.

To meet both of these needs, you must employ two sets of skills:

- Information seeking: the ability to scan the literature efficiently using manual or computerized methods to identify a set of potentially useful articles and books.
- Critical appraisal: the ability to apply principles of analysis to identify those studies that are unbiased and valid. Your readers want more than just a descriptive list of articles/books.

A literature review is NOT just a summary, but also a conceptually organised synthesis of the results of your research. It must:

- organise information and relate it to the thesis or research question you are developing
- synthesise results into a summary of what is and isn’t known
- identify controversy when it appears in the literature
• develop questions for further research

The literature review will be assessed by two independent reviewers using the following criteria:

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abstract</td>
<td>5%</td>
</tr>
<tr>
<td>Content (including background, rationale, relevance &amp; critical analysis)</td>
<td>45%</td>
</tr>
<tr>
<td>Figures</td>
<td>10%</td>
</tr>
<tr>
<td>Hypothesis &amp; Aims</td>
<td>10%</td>
</tr>
<tr>
<td>Project outline (including timeline and description of experiments)</td>
<td>10%</td>
</tr>
<tr>
<td>Referencing</td>
<td>5%</td>
</tr>
<tr>
<td>Presentation (including communication, language, style &amp; clarity)</td>
<td>15%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

The examiners' marks and feedback will be available to you. It is strongly recommended that suggestions made by examiners are incorporated into your final thesis.
ORAL PRESENTATIONS

Literature Review Presentation

An oral presentation of 10 minutes followed by 5 minutes of questions will be undertaken at the Research Training Forum as follows:

Thursday 14th April, 10am.
SVI seminar room, Ground floor, St Vincent’s Institute, 9 Princes St, Fitzroy

Students are expected to:
• Clearly indicate the background and aims of your research project
• Describe any progress made from your research to date
• Indicate the direction the research is expected to take for the rest of the Honours year
• Demonstrate ability to answer questions using your knowledge of the field

This presentation will account for 2.5% of your mark and will be assessed by two examiners and an overall result (100) will be allocated – content (60), presentation methods (20), questions (20). You will receive marks and feedback from the examiners for this presentation.

Students are asked to arrive 15min prior to the session to finalize loading of presentations onto a single laptop. A Department of Medicine laptop will be provided OR student may choose to arrange this amongst themselves using a single personal computer.

Final Oral Thesis Defense

A final oral presentation of 15 minutes followed by a 5 minutes thesis defense will be undertaken at the Research Training Forum as follows:

Wednesday 28th & Thursday 29th September, 10:00 am
SVI seminar room, Ground floor, St Vincent’s Institute, 9 Princes St, Fitzroy

The 15 minutes final presentation should:
• Clearly indicate the background and aims of your project
• Indicate the research design and methodology used
• Present results in a logical manner
• Interpret and discuss results in light of background information
• Present a logical conclusion(s) and suggest further studies, where appropriate
• Use a clear and succinct presentation manner and design skills

The 5 minutes thesis defense should demonstrate the ability to answer questions about your thesis using your knowledge of the field of research

Presentation and thesis defense will be assessed by the Honours Convener and two examiners and an overall result (100) will be allocated – content (60), presentation methods (10), thesis defense (30).

Students are asked to arrive 15min prior to the session to finalize loading of presentations onto a single laptop. A Department of Medicine laptop will be provided OR students may choose to arrange this amongst themselves using a single personal computer.

If you wish to arrange a practice presentation contact Amanda, Kate or Nora to assist with booking seminar rooms.
HONOURS THESIS

Deadline: Friday 21st October 2016 (12 noon)

Please submit one electronic and three soft bound or spiral bound copies of your thesis to Nora.

The submission date will be strictly adhered to.
In the event of illness or special circumstances, please contact the Honours Co-Conveners or Nora Hanafi at the earliest opportunity for advice on procedures.

Guidelines

General information:

- Content should be less than 10,000 words in length (exclusive of figures, figure legends, tables, bibliographies and appendices).
- The thesis should be formatted with double spacing and 12 pt Times New Roman font or equivalent.
- Content should consist of an abstract, list of abbreviations and chapters (generally introduction, methods, results and discussion).
- It is important that work undertaken by other persons should be indicated clearly in the introduction section, and referenced in the content in the normal manner.
- Before commencing to write up, discuss the content and format with your supervisor and devise a timetable for writing and reviewing each chapter.
- Consult previous Honours theses for general style and format information. Examples are available from Nora or Amanda.

Details and order of presentation:

- Thesis Title Page
- Student declaration document (see page 16)
- Acknowledgements
- Abstract
- Abbreviations
- Introduction
- Methods
- Results
- Discussion
- Summary/Conclusion

Hints and Tips:

- Define all abbreviations used in the thesis on a separate page after the abstract.
- Write in a clear and concise manner, and use a high standard of English.
• It is important to spell check your writing as well as proof read to identify small mistakes, as these can be viewed by an examiner as sloppy writing.
• Knowledge of Research/Background: provide a thorough and knowledgeable discussion that demonstrates a good grounding in the field of research.
• Include factual details derived from source material (research papers, books, electronic sources) and all these sources must be listed in a bibliography appended at the end of the review.
• The background should conclude with a brief description of how this knowledge relates to the current project and clear hypotheses and aims should be stated.
• Results should be concise and logically derived. Ensure the correct format is used to display any figures.
• Give each figure a title and provide an informative legend so that it can be referred to within the content. Number tables and provide them a title.
• Discuss your results in light of background/knowledge of research.
• Ensure that all negative data and results are included, and discuss the implications.
• Where appropriate, extensive negative data and/or trial experiments can be included as an appendix.
• Provide conclusions and future directions.
• References should be cited in the text and listed accurately and consistently in the bibliography in the conventional manner.

Collate your references into ENDNOTE to manage this process.

Assessment

Your thesis will be marked by 3 examiners and contribute 55% of you overall mark for the year. Each thesis will be assessed based on the following criteria and given a mark out of 100.

<table>
<thead>
<tr>
<th>Area</th>
<th>Criteria</th>
<th>Available marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Overall Report Knowledge of Research</td>
<td>Does the content of the report demonstrate knowledge of the area of research? Does the report demonstrate a good grounding in this field?</td>
<td>10</td>
</tr>
<tr>
<td>Abstract Background / Rationale</td>
<td>Is the abstract clear and succinct? Has the relevant background been provided for the research project? Is the background to the research presented in a logical and succinct manner? Are the hypotheses and aims and clearly defined?</td>
<td>5</td>
</tr>
<tr>
<td>Methods</td>
<td>Is the methodology appropriate? Is the data analysis method acceptable in terms of testing and reporting? Have the appropriate statistical analysis been performed including power calculations where necessary?</td>
<td>10</td>
</tr>
<tr>
<td>Figures</td>
<td>Is the correct format used to display figures? Are legends to figures and tables clear and informative?</td>
<td>10</td>
</tr>
<tr>
<td>Results</td>
<td>Are the outcomes reasonable and logically derived? Is there a logical development of the project?</td>
<td>25</td>
</tr>
<tr>
<td>Discussion and Critical Analysis</td>
<td>Is the discussion thorough and knowledgeable? Have gaps in the literature been identified? Are results discussed critically in view of the current knowledge in the field?</td>
<td>25</td>
</tr>
<tr>
<td>Summary</td>
<td>Conclusions</td>
<td>Perspective</td>
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<td>Is the summary clear?</td>
<td>Are the conclusions justified?</td>
<td>Has a perspective been provided?</td>
</tr>
<tr>
<td>Referencing</td>
<td>Is the correct referencing method used in a consistent manner?</td>
<td>Has the work of others been appropriately acknowledged and referenced?</td>
</tr>
<tr>
<td>Communication / Presentation</td>
<td>Is the English style of a sufficiently high standard?</td>
<td>Is the report clear and succinct?</td>
</tr>
</tbody>
</table>

**Supervisor / Laboratory Competence:**

The purpose of this is to assess the competency of the student in the laboratory environment. Supervisors will mark each student and be guided on their impression of the student in the following areas; initiative, independence, enthusiasm, preparation for laboratory work, technical skills, organization, analysis and presentation of data produced and the ability to work as part of the research team.
Honours Thesis Declaration

This is to certify that

(i) the thesis comprises only my original work except where indicated in the preface,

(ii) due acknowledgement has been made in the text to all other material used,

(iii) the thesis is less than 10,000 words in length, exclusive of tables, figures, bibliographies and appendices

Signature of student

______________________________

Date

______________________________

Eastern Hill Academic Campus
(Depts. of Medicine, Surgery and Otolaryngology,
St Vincent’s Institute, Bionic Institute, Centre for Eye Research Australia)
University of Melbourne