



This policy details how the Melbourne Medical School manages the selection process for students completing MD Research Project research projects in the Doctor of Medicine course.

POLICY

The MD Research Project provides students with the opportunity to undertake a research project in an area or areas of interest to them. Students will be required to nominate up to ten (10) research projects in rank-order preference.

MD Research Project Allocation Process

Standard Projects

- During semester one of Year 3 of the Doctor of Medicine course, a description will be provided via MD Connect™, of approved projects being offered to students undertaking the Scholarly Selective subject.
- It is an individual students' responsibility to ensure they complete any instructions outlined in the project description. For example, a potential project supervisor may request a student:
 - » provide a curriculum vitae;
 - » make contact and discuss the requirements of the research project;
 - » provide a brief justification as to why they wish to undertake a particular research project.
- Students will be required to provide a rank-order preference list of the projects they wish to undertake by a specified date in the middle of MD Year 3. This will be submitted electronically. Once preferences are submitted, NO changes to rank-order are possible.
- The MD Research Project Subject Co-ordinator will forward each project supervisor a list of those students who have selected their project as their first preference. This list will include student email addresses, as project supervisors may wish to contact students to request additional information.
- Project supervisors will provide the MD Research Project Subject Co-ordinator with a list of students they are willing to accept.
- The second preference project supervisor of a student not accepted into their first preference will be contacted and so on until all students are allocated a project.
- Students will be informed of their project allocation within one (1) month of submission of their rank-order preferences.
- Once selection is complete, students are advised to contact their allocated project supervisor.
- Students are NOT permitted to exchange projects with other students.

Authorised Independent Projects

- A small number of high-achieving students may undertake a research project outside the 'Standard Projects' list, at an approved local or overseas research institution. These types of projects are referred to as authorised independent (ie student initiated) research projects.
- To be eligible to undertake an independent research project, a student must:
 - » have an aggregate score that places them in the top 20% of students for the first 2 years of the MD program and/or have successfully completed a Doctor of Philosophy (PhD);
 - » undertake their project at one of the approved institutions listed in Appendix 1;
 - » complete organisation of their project before the closing date of final project selection.
- To initiate an authorized independent project, students should complete the following:
 - » nominate their intention with the MD Research Project Subject Co-ordinator no later than the end of February of MD Year 3;
 - » make initial contact using the introductory email template available from the MD Research Project Subject Co-ordinator;
 - » copy the MD Research Project Subject Co-ordinator into all email contact so they are aware of whom is being contacted;

- » notify the MD Research Project Subject Co-ordinator if and when a positive response is received from the potential supervisor and the host site has indicated an interest and willingness to host;
- » the MD Research Project Subject Co-ordinator will enter into negotiations and formalise the agreement between the project supervisor and the Melbourne Medical School. A formal project description must be approved before permission to undertake the proposed project is granted;
- » confirmation of approval will be sent to both the student and the project supervisor.
- If the above process is completed before the closing date of final project selection, the student will be removed from the selection protocol described under 'Standard Projects' and be allocated to their independent project.
- If the above process is NOT completed before the closing date of final project selection, the student will forfeit the opportunity to complete an independent project and must enter the selection protocol described under 'Standard Projects'.
- Where a student is allocated to their independent project and this is subsequently cancelled before commencement, either at the request of the host site or the student, the student will be required to select an unallocated project from the list of 'Standard Projects'. In this instance, a student may NOT instigate a 2nd independent research project.
- Where students undertake an independent research project outside Australia, they are required to read the *MD Research Project Abroad* policy which provides detailed information on their responsibilities and the expectations of the University of Melbourne.

Appeals

As selection of projects is based on a student initiated rank-order preference, no appeals to project allocation will be accepted or considered.

APPENDIX

Appendix 1: List of Approved Institutes for MD Research Project

- Oxford University
- Cambridge University
- National University of Singapore
- Harvard University
- The Mayo Clinic
- Edinburgh University
- Vanderbilt University
- Queensland Institute of Medical Research
- Baker IDI Heart and Diabetes Institute
- any U21 University
- Burnet Institute
- Menzies School of Health Research

If a student wishes to undertake an independent project at an organization outside the approved list, they should discuss this with the MD Research Project Co-ordinators before making contact with that organization.