



This policy details how the Melbourne Medical School manages the selection process for students completing MD Research Project in the Doctor of Medicine course and enrolled in MD Research Project 1 (MDRP1), MEDS90021.

POLICY

Supervision

Project supervisors are limited to a maximum of two (2) students where they are the sole PRIMARY supervisor. Additional students are permitted only if another supervisor is appointed as the PRIMARY supervisor. Supervisors wishing to supervise more than two (2) students will be required to seek approval from their local MD Research Project site Coordinator and the MD Research Project Subject Coordinator

MD Research Project allocation process

The MD Research Project provides students with the opportunity to undertake a research project in an area or areas of interest to them.

Standard projects

- During semester one of MDRP1, a list of approved projects will be provided to students.
- It is an individual student's responsibility to ensure they complete any instructions outlined in the project description. For example, a potential project supervisor may request a student:
 - To provide a curriculum vitae and a piece of writing that the student has done recently
 - 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 a minimum of six (6) to a maximum of twelve (12) research projects they wish to undertake prior to the end of semester 1 of MDRP1. This will be done electronically via SONIA. Once preferences are submitted, NO changes to rank-order are possible.
- Project supervisors will be able to view which students have selected their project(s) via SONIA and will be asked to rank students.
- An algorithm designed to find the best outcome will be run in SONIA to match students to projects based on student preferences and supervisor rankings.
- Once the matching process is complete, supervisors and students will be able to view their project allocation by logging into SONIA.
- Students are NOT permitted to exchange projects with other students.

Authorised independent (student-initiated) projects

Students may undertake a research project outside the 'Standard projects' list. These types of projects are referred to as authorised independent (ie. student-initiated) research projects.

Melbourne Medical School is committed to its students having appropriate flexibility and choice in how they meet the objectives of the MD course. The School also has a responsibility to support the personal and educational safety of each student. Any application to undertake an independent project must be approved by the School. Approval of independent projects will be discussed with the student's clinical school before a decision is made.

Projects within Victoria

All students are eligible to undertake an authorised independent research project within Victoria. To initiate an authorised independent project in Victoria, students must complete the following:

- Nominate their intention with the MD Research Project Subject Coordinator no later than the end of February in MDRP1
- Arrange a meeting with their clinical school Dean and/or local MD Research Project site Coordinator to discuss the proposed project.

Projects interstate or overseas

A small number of higher-achieving students may undertake an authorised independent research project at an approved interstate or overseas research institution. To be eligible to undertake an independent research project interstate or overseas, a student must:

- Have a WAM of at least 75 (H2A) at the end of MD2 and/or have successfully completed a Doctor of Philosophy (PhD)
- Complete organisation of their project before the closing date of final project selection.

To initiate an authorised independent project, interstate or overseas, students must complete the following:

- Nominate their intention with the MD Research Project Subject Coordinator no later than the end of February in MDRP1 (who will discuss the application with the student's clinical school)
- Make initial contact using the introductory email template available from the MD Research Project Subject Coordinator
- Copy the MD Research Project Subject Coordinator into all email contact so they are aware of whom is being contacted
- Notify the MD Research Project Subject Coordinator 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 Coordinator 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 second independent 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 from the database of approved standard projects is based on a student's rank-order preference, no appeals to project allocation will be accepted or considered.

Appeals against a proposed independent project not being approved must adhere to the University's Student Complaints and Grievances Policy.

(<https://policy.unimelb.edu.au/MPF1066>)