



DEPARTMENT OF MEDICINE ROYAL MELBOURNE HOSPITAL

Melbourne Medical School
Faculty of Medicine, Dentistry & Health Sciences
University of Melbourne

Bachelor of Science (BSc) Bachelor of Biomedicine (BBiomed)

HONOURS 2016 HANDBOOK

Honours Student Information Website:

<http://www.medrmhwh.unimelb.edu.au/Students/Studentinfo/>

BIOM40001	Semester 1	Introduction to Biomedical Research
MEDI40004	Semester 1	Advanced Coursework
MEDI40003	Semester 1	Research Project
MEDI40012	Semester 2	Research Project

CRICOS Code: 014791D

WELCOME

RMH HONOURS PROGRAM 2016

**Department of Medicine at Royal Melbourne Hospital
Melbourne Medical School
Faculty of Medicine, Dentistry & Health Sciences
The University of Melbourne**

It is a pleasure to welcome you to your Honours year with the Department of Medicine at the Royal Melbourne Hospital.

As you will see in your orientation, the Honours program includes lectures and tutorials with discussions by leading scientists in their areas, as well as opportunities for exciting projects that can lead to PhD programs in the future. Being a University Department situated in a large public hospital, we have a strong focus on clinically relevant research. We are particularly keen on research projects at the interface of basic science, clinical medicine and population health. We hope you will have the opportunity to hear about other research involving your own supervisor's group as well as the diverse activities of others in the Department.

Our Department has a philosophy of a "learning organisation" so that we all learn from each other in a supportive environment from which we all benefit. In order to create this environment, we encourage you to participate in seminars and discussion groups, as well as bringing to our attention any concerns that you have that may prevent you from achieving the best outcomes possible from your year within our Departments and affiliated institutes.

We hope you will find this an enjoyable year, in which you learn about the life of the scientist, achieve some excellent results, and also give consideration to continuing with us in a PhD or other higher degree program.

Please let the course coordinators or other senior members of your Department, know of any issues that arise so that we may do our best to correct them, and ensure you have a most fulfilling year.

Best of luck for the year ahead.

Professor Terence O'Brien
James Stewart Professor of Medicine
Department of Medicine (RMH)
Melbourne Medical School, FMDHS
University of Melbourne

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HONOURS COORDINATORS

CONTACT INFORMATION

Dr Chris French is the Honours/MBiomedSc Coordinator for students enrolled with Department of Medicine RMH, University of Melbourne.

His contact details are:

Chris French:	Office:	9035 6376
	Email:	frenchc@unimelb.edu.au

Should you wish to make a time to meet with Chris, please contact him by email to make an appointment. For urgent matters only you should use the direct number.

Alternatively you can contact your departmental Honours/MBiomedSc coordinators listed below or the Honours/MBiomedSc Administrator Ms Mary Ljubanovic miju@unimelb.edu.au

Medicine RMH:

Chris French frenchc@unimelb.edu.au;

Radiology RMH

Chris Steward csteward@unimelb.edu.au

Psychiatry RMH:

Chad Bousman cbousman@unimelb.edu.au

Surgery RMH:

Hong-Jian Zhu Hongjian@unimelb.edu.au

Dept of Obstetrics & Gynaecology, Royal Women's Hospital

Harry Georgiou harrymg@unimelb.edu.au

Students with project sites with participating affiliates please contact Dr Chris French (Medicine RMH) or the Honours/MBiomedSc Administrator Mary Ljubanovic E: miju@unimelb.edu.au

2016 RMH HONOURS PROGRAM STUDENT WELCOME/ORIENTATION

MONDAY 15 FEBRUARY

9.30am – 12noon

Ewing Lecture Theatre, 5th Floor, Clinical Sciences Building,
Royal Melbourne Hospital

9.30am – 9.50	Overview of Honours Program and administration	Dr Chris French Honours Coordinator, Department of Medicine at RMH
9.50 – 10.00am	Dept Student Association (StoRM)	Tom Ware StoRM President
10.00 – 10.30AM	MORNING TEA - Students, Supervisors Dept of Medicine (RMH), 4 th Floor, Clinical Sciences Building, RMH.	
10.30 – 12.00	Parkville Hospital Sites OHS / Lab Induction	Ms Katia Somerville, OHS advisor Ms Jessie Leung, Lab Manager,

11.00am – 12.30pm **MBiomedSc Orientation**
Peter Doherty Institute, Cnr Berkeley & Grattan St., Parkville
Ground Mezzanine, Seminar Rm 1 & 2 (GM002, GM003)

2:15 – 5:15 **BIOM40001 – Introduction to Biomedical Research**
Medical Wright Theatre, Medical Building, Room C403, 4th Floor.

IMPORTANT DATES

Please note all dates and times are subject to change.

SEMESTER 1 – 2016

BIOM40001	Semester 1	Introduction to Biomedical Research
MEDI40004	Semester 1	Advanced Coursework
MEDI40003	Semester 1	Research Project

Monday 15 February **Honours Welcome – RMH Honours Program**
9.30 – 12noon
Ewing Lecture Theatre, 5th Flr, Clinical Sciences Bldg, RMH

Monday 15 February –
Friday 26 February **BIOM40001: ‘Introduction to Biomedical Research’**
2:15pm – 5:15pm
Medical-Wright Theatre, Medical Building, Rm C403

Friday 4 March **RMH Academic Research Seminar Series commences**
11.30am – 12.30pm
Ewing Lecture Theatre, 5th Floor, Clinical Sciences Building, Royal
Melbourne Hospital.
Light lunch will be provided from 12.30pm

Monday 7 March –
Tuesday 3 May **MEDI40004 - Research Lecture Program.**
‘Seminars in Translational Medicine’
(7,8,21,22 March; 4,5,11,12 April; 2,3 May)
Ewing Lecture Theatre, Dept of Surgery, 5th Floor, Clinical Sciences
Building, RMH.
Lectures are held on Mondays and/or Tuesdays. Consult the
timetable and check for updates on the Honours website for topics
and any changes.

March 14 & 17 **BIOM40001: Assessments due**

Wednesday 20 April
Thursday 21 April **MEDI40003: Project Outline Oral Presentation**
9:00 am – TBC
Ewing Theatre, Department of Surgery, 5th Floor, CSB
7 min presentation, 3 mins questions = total 10 mins.

Friday 20 May **MEDI40004: Theory Examination (MCQ format)**
9.30am – 11.30am
Location: Seminar Rooms 1 & 2 Royal Melbourne Hospital Function and
Convention Centre, Grattan Street.

Tuesday 7 June **2015-16 MID YEAR HONOURS**
MEDI40012: Thesis submission deadline. 4:00pm
Electronic copy ONLY. This is to be submitted by dropbox/email/usb
to Mary Ljubanovic, mlju@unimelb.edu.au Dept of Medicine, 4th
Floor, Clinical Sciences Building, RMH.

Thursday, 16 June tbc

2015-16 MID YEAR HONOURS

MEDI40012: Oral Thesis Presentations

9:00 – TBC

Ewing Lecture Theatre, Dept of Surgery, 5th Floor,
Clinical Sciences Building, RMH.

10min presentation, 5 min questions = total 15 mins.

Friday, 1st July

MEDI40003: Submission of draft background of thesis to your Supervisor. Electronic copy to be forwarded to Honours Administrator Ms Mary Ljubanovic mlju@unimelb.edu.au

SEMESTER 2 – 2016

[MEDI40012](#)

Semester 2

Research Project

August tbc

HONOURS INFORMATION EVENING for potential 2017 students.

4.00-6.00pm.

Seminar Room 1&2, Function Centre, Ground Floor, RMH

July/August TBC

Thesis Writing Workshop

10:00-12:00nn

Department of Medicine Seminar Room, 4th floor, Clinical Sciences Building, RMH.

Tuesday, 4 October

MEDI40012: Thesis submission deadline. 4:00pm

Electronic copy ONLY. This is to be submitted by dropbox/email/usb to Mary Ljubanovic, mlju@unimelb.edu.au Dept of Medicine, 4th Floor, Clinical Sciences Building, RMH.

Mid October TBC

2016-17 MID YEAR HONOURS

Project Outline Oral Presentations

Wednesday 19 October

Thursday 20 October

Friday 21 October

MEDI40012: Oral Thesis Presentations

9:00 – TBC

Ewing Lecture Theatre, Dept of Surgery, 5th Floor,
Clinical Sciences Building, RMH.

10 min presentation, 5 min questions = total 15 mins.

Friday, 28 October

University of Melbourne Postgraduate Scholarship applications close (APA and MRS)

Australian Postgraduate Awards (APA):

<http://cms.services.unimelb.edu.au/scholarships/pgrad/local/available/apa>

Melbourne Research Scholarships (MRS):

<http://cms.services.unimelb.edu.au/scholarships/pgrad/local/available/mrs>

Wednesday, 7 December

2016-17 MID YEAR HONOURS

Submission of draft outline to supervisor

HONOURS COURSE STRUCTURE

COURSE CODES

Sem1:	BIOM40001	Introduction to Biomedical Research	12.5%
Sem1:	MED140004	Advanced Coursework	12.5%
Sem1&2:	MED140003 & MEDI40012	Research Project	75%

BIOM40001 - INTRODUCTION TO BIOMEDICAL RESEARCH

Semester 1

Subject Overview:

This core subject contributes 12.5% to the total mark of the Honours and Master of Science year and uses a structured approach in a series of 10 x 2 hr tutorials to introduce students to processes and strategies at the core of modern biomedical research. Students are guided through the need for – and tools of – testable hypothesis formulation, data management and evaluation, data presentation, and research outcome communication. Specific case examples of experimental design and statistical testing techniques are considered. In the course of this, students are introduced to appropriate statistical approaches and software. Ethical practices relevant to both animal and human experimental biomedical research are reviewed and inculcated. Broad issues relating to research conduct and management are addressed in the context of Discussion Workshops. These topics include critical reading skills, management of intellectual property, scientific integrity and fraud, conflict of interest, e-research, publication production, reference management and archiving of data.

The subject is delivered intensively between 2:15pm and 5:15pm each afternoon for two weeks. The topics covered are divided into four main themes:

- Health and Safety
- Experimental Design and Statistics
- Ethics and Research Conduct
- Literature and Data Management
- Communication of Research Outcomes

Objectives:

To develop a mature understanding of experimental design, experimental implementation, data evaluation and communication as it relates to modern biomedical research, in a broad ethical context. To acquire competency in statistical analysis, hypothesis testing and data presentation. To generate awareness of, and appropriate behaviours relating to, ethical conduct of animal and human experimental ethics, including regulatory requirements. To appreciate the need for the active management of intellectual property issues, scientific integrity and conflict of interest in a contemporary biomedical research context. To become aware of the scientific and technical basis of selected advanced techniques in biomedical research

Assessment:

This subject will be assessed by two take-home, written reports (each 3000 words or equivalent, each worth 50%) as follows:

BIOM40001 TIMETABLE:

Venue: Wright Theatre, 4th Floor, Medical Building (cnr Grattan St/Royal Parade)

		Health and Safety	
		Experimental design and statistics	
		Ethics and Research Conduct	
		Literature and Data Management	
		Communication of research outcomes	
Mon	15-Feb	2:15	Introduction A/Prof Tony Hughes
		3:15	Laboratory safety Ira Tedja
		4:15	Radiation safety Steve Guggenheimer
Tue	16-Feb	2:15	Oral communication skills A/Prof Tony Hughes
		2:15	Writing a thesis A/Prof Tony Hughes
		4:15	NO LECTURE
Wed	17-Feb	2:15	Statistics I: Holey sea shells, Batman! Dr Michael Lew
		3:15	Statistics II: Holey sea shells... cont. Dr Michael Lew
		4:15	NO LECTURE
Thu	18-Feb	2:15	Searching medical databases Patrick Condon
		3:15	Managing References (EndNote) Patrick Condon
		4:15	NO LECTURE
Fri	19-Feb	2:15	Code of Conduct for research and laboratory notebooks TBA
		3:15	Statistics III: Sea shells – are they different? Dr Michael Lew
Mon	22-Feb	2:15	Publication Patrick Condon
		3:15	Human ethics A/Prof Lyn Gillam
		4:15	Human ethics A/Prof Lyn Gillam
Tue	23-Feb	2:15	Animal ethics and welfare Dr Tim White
		3:15	Animal ethics and welfare A/Prof James Brock
		4:15	Statistics IV: Statistics for heroes Dr Michael Lew
Wed	24-Feb	2:15	Intellectual property and its management Lachlan Wilson
		3:15	Statistics V: More than one comparison Dr Michael Lew
		4:15	Statistics VI: People and schools Dr Michael Lew
Thu	25-Feb	2:15	Ten rules for the presentation and interpretation of data in publications Prof David Vaux
		3:15	Ten rules, cont, Prof David vaux
		4:15	NO LECTURE
Fri	26-Feb	2:15	Statistics VII: Who is the best batsman? Dr Michael Lew
		3:15	Statistics VIII: Great errors I have known Dr Michael Lew
		4:15	Conclusions and farewell A/Prof Tony Hughes

If you are unable to attend lectures as indicated you will be able to check the Learning and Management System (LMS) site on which lecture notes and other materials will be posted as the lecturers see fit. The lectures will also be recorded. ***It will be up to you to check as you will be required to hand in the assessments by the due dates.***

Recorded lectures - some of the lecturers may have arranged for their lectures to be recorded.

These recordings are not a substitute for lecture attendance. These recordings are intended to help you with revision during the semester and for the end-of-semester exam.

- Recordings are normally available on the same day as the actual lecture, usually via your LMS subject.
- Some lecturers may make their recordings available only during the exam recess.
- Most recordings will be available for download to your personal laptop
- Your lecturer determines whether download versions of the recording will be made available.
- Most recorded lectures are the visual presentation sync-ed with the lecturer's voice.
- Recordings for some subjects may be audio only.
- To access recordings, you must have [Flash player plugin](#) installed in the internet browser

For access to recorded lectures see the Student IT and eLearning Support website:

<http://studentit.unimelb.edu.au/>

MEDI40004 - ADVANCED COURSEWORK

Semester 1

This subject contributes 12.5% to the total mark of the Honours/MBiomedSc year

Aim:

To give a broad introduction to research approaches to major human diseases. You will gain an understanding of how basic science contributes to advancing our understanding of disease and its treatment.

Structure:

Thematic topics of approximately 1 hour each. Each seminar has a focus on a major research approach to understanding human disease and will often cover both basic and medical science.

- **Seminars in Translational Medicine.** Approximately 20 lectures / 2-4 lectures per week commencing early March held on Monday and/or Tuesday, 9.30-10.30 and/or 10.30-11.30am. *Attendance at the lecture program is mandatory and forms part of a MCQ examinable assessment.*
- **RMH Academic Weekly Research Seminars (March-November).** This is held every Friday (10:30 – 11:30). Attendance is compulsory but not examinable.

This is not only expected of all students but is **mandatory!** The purpose is to broaden your horizons and to hear about the research work of others with problems and successes. It will also give you the opportunity to observe methods of presentation of data, and how to (or not to) construct a research project.

Assessment:

MCQ style paper covering the Seminars in Translational Medicine Lecture Program examinable course work (12.5%).

MEDI40003 & MEDI40012 - RESEARCH PROJECT

Semester 1 & 2

The written thesis together with an Oral Presentation constitutes the Research Project for Semester 1 & 2 and contributes 75% to the total mark of the Honours Year:

The written thesis component is 80% / 100

Oral Presentation component is 20% / 100

The combined result is then weighted at 75% for the total mark of the Honours Year.

Aim:

To gain first-hand experience in designing, executing and presenting original biomedical research in verbal and written form.

Structure:

The project is wholly under the supervision of your Supervisor. You are required to:

- Make a formal oral presentation presenting your project outline. *This presentation is not marked but will be assessed by academic staff examiners on the day to provide constructive feedback.*
- Submit to your Supervisor a draft of the background for the thesis.
- Submit a written research report (thesis).
- Make a formal oral presentation after submitting the written research thesis.
- Actively participate in your Research Group's Data Club or Research-in-Progress meetings, including oral presentations as required. *This is not assessed and is determined by each group's activity.*

Assessment:

- Semester 1:
20 or 21 April: Project Outline Oral Presentation (introduction to project - not used in final assessment – student feedback provided only)
- Semester 2:
1 July: Thesis draft background presented to the supervisor (not used in final assessment)
4 October: Written Research Thesis - 80%
19, 20 or 21 October: Oral Presentation of final research (thesis) project - 20%

Participation in your own research group's weekly meeting

This is where you learn how to “dissect” a journal article, and how to present in general. It is also an important opportunity to speak about your new area of expertise. By the end of the year, you are expected to :

- present two journal articles
- deliver two presentations on your research (eg background and data).

MEDI40004: Advanced Coursework

SEMINARS IN TRANSLATIONAL MEDICINE

Research Lecture Program

Venue: Ewing Lecture Theatre,
Department of Surgery, 5th Floor, Clinical Sciences Building
(unless indicated otherwise)

Note: lecture details are subject to change

Students: please check emails and Department of Medicine (RMH) Honours website for updates.

<http://www.medrmhwh.unimelb.edu.au/Students/Studentinfo/lectureprogram.html>

Monday 7 March	Ewing Lecture Theatre, Dept of Surgery, Lvl 5, CSB, RMH
10.30 – 11.30	Dr Stella Clark <i>'Postgraduate Student to.....Translation to a Career'</i>
Tuesday 8 March	Ewing Lecture Theatre, Dept of Surgery, Lvl 5, CSB, RMH
9.30 – 10.30	A/Professor Cassandra Szoeki <i>Topic tba</i>
10.30 – 11.30	Dr Kim Powell <i>'Genetics and animal models of epilepsy'</i>
Monday 21 March	Ewing Lecture Theatre, Dept of Surgery, Lvl 5, CSB, RMH
9.30 – 10.30	Dr Tomas Kalincik <i>'Introduction to statistical modelling'</i>
10.30 – 11.30	Professor Helmut Butzkueven <i>'The Immunology of Multiple Sclerosis'</i>
Tuesday, 22 March	Ewing Lecture Theatre, Dept of Surgery, Lvl 5, CSB, RMH
9.30 – 10.30	Dr Nigel Jones <i>'How mad is my mouse'</i>
10.30 – 11.30	A/Professor Chris Reid <i>'How do neurons talk to each other and how do we measure this?'</i>
Monday 4 April	Ewing Lecture Theatre, Dept of Surgery, Lvl 5, CSB, RMH
9.30 – 10.30	Professor Terence O'Brien <i>'Pharmacogenomics Research: Enabling Personalised Medicine'</i>
10.30 – 11.30	Professor Patrick Kwan <i>'Evaluation of pharmacogenomics policy in practice: closing the translational loop'</i>
Tuesday 5 April	Ewing Lecture Theatre, Dept of Surgery, Lvl 5, CSB, RMH
9.30 – 10.30	A/Professor Caroline Marshall <i>'Clinical Research in Infection Control'</i>
10.30 – 11.30	Professor Mary Galea <i>'Translational research in neurological rehabilitation'</i>

Monday 11 April	Ewing Lecture Theatre, Dept of Surgery, Lvl 5, CSB, RMH
9.30 – 10.30	Dr Stewart Nuttall <i>'Background and applications in recombinant antibody technology'</i>
10.30 – 11.30	Dr Elisa Hill <i>'Understanding Autism: studying mouse models'</i>
Tuesday 12 April	Ewing Lecture Theatre, Dept of Surgery, Lvl 5, CSB, RMH
9.30 – 10.30	Professor Stephen Rogerson <i>'Treatment and prevention of malaria'</i>
10.30 – 11.30	Dr Louise Randall <i>'Fighting at the frontier: The immune response in placental malaria'</i>
Monday 2 May	Ewing Lecture Theatre, Dept of Surgery, Lvl 5, CSB, RMH
9.30 – 10.30	Dr Sandy Shultz <i>'Using animal models to study traumatic brain injury and related neurodegenerative diseases'</i>
10.30 – 11.30	Dr Bridgette Semple <i>'Translational research in TBI'</i>
Tuesday 3 May	Ewing Lecture Theatre, Dept of Surgery, Lvl 5, CSB, RMH
9.30 – 10.30	Professor Judy Savige <i>'Genetics for non-geneticists'</i>
10.30 – 11.30	Dr Rodney Luwor <i>'Cancer Signalling'</i>

Assessment: Friday 20 May, 9.30am – 11.30am. Multiple Choice Question exam.

2016 STUDENTS AND SUPERVISORS

FirstName	LastName	Supervisors	Project Site
Catherine	Allingham	Yasmin Jayasinghe, Lisa Orme Leanne Super, Matthew Kemertzis, Michelle Peate	RWH/RCH
Jessica	Bahn	Bill Kalionis	Pregnancy Research Centre, RWH
Andie	Bleicher	Elizabeth Aitken, Stephen Rogerson	Medicine RMH, Doherty
Aiden	Brumby	Colin Royse	Surgery RMH
Emma	Byers	Gursharan Chana, Karen Gregory, Mirella Dottori, Christos Pantelis, Arthur Christopoulos, Stan Skafidas	Centre for Neural Engineering
Wendy	Chak	Peter Batchelor, Camila Battistuzzo	Medicine RMH, CSB
Charmian	Chan	Judy Savige, Deb Colville	Medicine RMH, CSB / Northern Hospital
Yan Hong	Chen	Judy Savige, Deb Colville	Medicine RMH, CSB / Northern Hospital
Harvey	Chong	Chris French, Andrew Morokoff, Rodney Luwor, Terence O'Brien	Medicine RMH, KMB
Eliza	Colgrave	Peter Rogers, Sarah Holdsworth-Carson, Jane Girling	Dept of Obstetrics & Gynaecology, RWH
Lachlan	Cribb	Jerome Sarris	Melbourne Clinic, Richmond
Madeline	Dans	Paul Gilson, Freya Fowkes, James Beeson	Burnet Institute
Luke	D'Arcy	Kim Powell, Terry O'Brien	Medicine RMH, KMB
Luciana	Darling	David Scott, Kerrie Sanders	Sunshine Hospital, St Albans
Jennifer Wing- Yee-Li	Diaz	Hong Jian Zhu, Rodney Luwor, Bo Wang, Catherine Winbanks	Surgery RMH
Anna	Farrelly-Rosch	Fazel Shabanpoor, Brad Turner	Florey Institute, KMB
Amy	Froud	Jerome Sarris	Melbourne Clinic, Richmond
Pamela	Gebrehiwot	Louise Owen, Brett Manley, Jennifer Dawson, Peter Davis	Dept of Obstetrics & Gynaecology, RWH

David	Gilbert	Patrick Kwan, Marian Todaro	Medicine RMH / Dept of Neurology
Ambica	Golyala	Patrick Kwan	Medicine RMH / Dept of Neurology
Meredith	Hand	Yasmin Jayasinghe, Lisa Orme, Leanne Super, Mathew Kemertzis, Michelle Peate	RWH/RCH
Georgia	Harris	Nigel Jones Terence O'Brien	Medicine RMH, KMB
Sarah	Hays	Deb Colville, Judy Savige	Northern Hospital, Epping / Medicine RMH, CSB
Yenny	Hidayat	Chris French	Medicine RMH, KMB
Edward	Hill	Cassandra Szoeker	Medicine RMH, CMR
Cassandra	Hoffmann	Vanessa Cropley, Tamsyn van Rheenen, Chad Bousman, Christos Pantelis	Melbourne Neuropsychiatry Centre
Mark	Jenkins	Hong-Jian Zhu	Surgery RMH
Ye Seul	Jin	Xiao-Jun Du, Xiao-Ming Gao	Experimental Cardiology Lab, Baker IDI
Thorey Kolbrun	Jonsdottir	Paul Gilson, Freya Fowkes, Greta Weiss	Burnet Institute
Shi Eun	Kim	Bridgette Semple, Terence O'Brien	Medicine RMH, RMH MBC
Jordan	Kirby	Louise Randall, Stephen Rogerson	Medicine RMH, Doherty
Sunita	Kumar	John Wark, Peter Simm	Medicine RMH, CMR
Bernard	Le	Kim Powell, Terence O'Brien	Medicine RMH, KMB
Josephine	Ly	Anneke van der Walt, Adam Vogel	Medicine RMH / RMH MBC
Stephanie	Main	Freya Fowkes	Burnet Institute
Gabriella	Martello	Nigel Jones, Sandy Shultz	Medicine RMH, KMB
Adriana	Marulli	Louise Owen, Brett Manley, Jennifer Dawson, Peter Davis	Dept of Obstetrics & Gynaecology, RWH
Madeleine	Mccarthy	Andrea Gogos, Snezana Kusljic	Florey Institute, KMB
Thomas	McColl	Bridgette Semple, Sandy Shultz, Terence O'Brien	Medicine RMH, RMH MBC
James	Mccubbin	Andrew Cook	Medicine RMH, CSB
Matthew	Moore	Christopher Neil, Jason Allen	Sunshine Hospital, St Albans
Caitlyn	Nguyen-Ngo	Martha Lappas	Dept of Obstetrics & Gynaecology, Mercy

Scott	Peng	Chris Hovens, Michael Clarkson	Surgery RMH
Caitlin	Roberts	Terence O'Brien, Dennis Velakoulis	Medicine/Psychiatry RMH
Sonia	Romeo	John Wark, Yasmin Jayasinghe, Nicola Reavley, Stefanie Hartley, Suzanne Garland	Medicine RMH, CMR
Theodore	Scordas	Sam John, Thomas Oxley, Nicholas Opie	Medicine RMH, CSB
Shervyn	Silvapulle	Andrew Zalesky, Vanessa Copley, Maria di Biase	Melbourne Neuropsychiatry Centre
Anjani	Singh	Blaine Roberts, Dominic Hare	Florey Institute, KMB
Eliot	Smolyansky	Steve Petrou, Verena Wimmer, Kay Richards	Medicine RMH, Florey Institute, KMB
Subhashaan	Sreedharan	Bernard Yan, Peter Mitchell, Rick Dowling	Medicine RMH, Dept of Neurology & Radiology
Nur Amirah Binti	Suhaimi	Elizabeth Manias, Snezana Kusljic	Melbourne School of Health, RMH, Royal Park
Cindy	Te	Colin Royse	Surgery RMH
Beauty	Tebaa	Finlay Macrae	Medicine RMH, Dept of Colorectal Medicine & Genetics
Zara	Thomas	Xiao-Jun Du, Xiao-Ming Gao	Experimental Cardiology Lab, Baker IDI
Sarah	Thomas Broome	Hong Jian Zhu, Rodney Luwor, Bo Wang, Catherine Winbanks	Surgery RMH
Kim	Vo	Bernard Yan, Peter Mitchell, Rick Dowling	Medicine RMH / Dept of Neurology
Dennis	Wang	Cassandra Szoeki	Medicine RMH, CMR
Ryan	Ward	Richard De Steiger	Epworth
Clarissa	Whitehead	Stanley Stylli	Surgery RMH
Stefan	Wilson	Sam John, Thomas Oxley, Nicholas Opie	Medicine RMH, CSB
Joelyn	Wong	Ben Gu	Florey Institute, KMB
Alexander	Woolley	Elizabeth Manias, Snezana Kusljic	Melbourne School of Health, RMH, Royal Park

WHAT TO EXPECT FROM YOUR SUPERVISOR

1. To organize and supervise a Research Project, the goals of which can reasonably be expected to be fulfilled within the Honours research period.
2. it is your responsibility to meet deadlines but your supervisor can help with:
 - Draft Background for thesis submitted by late July.
 - Thesis completed by late October
 - Oral presentation prepared
3. To be available for and to have regular meetings (usually at least one per week) with you to discuss your Project and other problems.

If your Supervisor is absent for more than two weeks, another person or persons should be nominated and available.

4. To ensure that you actively participate in Lab/Research-in-Progress meetings with your Research Group and to ensure that you fulfil the requirements which would generally be:
 - Present at least two journal articles
 - Deliver two presentations of your Research Project.
5. To guide you on your thesis writing.
6. To review your thesis. Remember your supervisor cannot write this for you, it has to be your work but they will help.

In the unlikely event of these expectations are not being met, please discuss the issues with Dr Chris French. Any concerns or issues discussed will be kept strictly confidential.

THE RICHARD LARKINS PRIZE

for Best Honours Student and Nick Christopher Scholarships

The Department of Medicine (RMH) established the prize to honour the contribution of Professor Richard Larkins.

Professor Larkins held the positions of Head of the Department of Medicine (RMH/WH) and the James Stewart Professor from 1984 to 1998, and was Dean of the Faculty of Medicine, Dentistry and Health Sciences from 1998 to 2003. He subsequently served as Vice Chancellor of Monash University.

The Larkins Prize (of \$1000) is awarded to the student achieving the highest results for the fourth year Bachelor of Science/Biomedical Honours course in the RMH Academic Centre Honours Program. The inaugural Richard Larkins Prize was presented in 2000 for students completing the Department of Medicine (RMH/WH) course in 1999. In 2009 the Honours Program was extended to involve other Departments in the Royal Melbourne Hospital/Western Hospital Academic Centre (Medicine, Surgery, Psychiatry, Radiology).

If the winner of the Larkin's prize chooses to go on to undertake a PhD in one of the RMH Academic Centre's departments, they will be eligible for one of the two "Nick Christopher PhD Scholarships" to be offered each year. These scholarships are valued at \$6000 per annum for three years to top up a competitive PhD scholarship (e.g. APA, MRS, NHMRC). These scholarships honour the legacy of Mr. Nick Christopher who was the Department of Medicine Manager from 2001-2008, and the Inaugural RMH/WH Cluster Manager in 2008 until his passing on the 15th November 2008 after a short illness. The scholarships, targeted to attract and support the best and brightest young students to undertake their PhD studies in our Clinical Departments, were one of his most passionate projects. More information on these scholarships can be found on our Website:

[\(http://www.medrmhwh.unimelb.edu.au/\)](http://www.medrmhwh.unimelb.edu.au/).

The previous winners of the Larkin's Prize are listed below.

2015		Justin Gourlay
2014		Lani White
2013		Matthew Hudson
2012		Sarah Osborne
2011	-	Melanie Hawksworth & Paul Nguyen
2010	-	Gabrielle Josling
2009	-	Bryan Tang Wen Leaw
2008	-	Mubing (Erika) Duan
2007	-	Slave Petrovski
2006	-	Evelyn Tsantikos
2005	-	Nhu-Y Nguyen
2004	-	Michael Braude and Andrew Lilja
2003	-	Amy Brennan and Anthea Pappas
2002	-	Margaret Shaw
2001	-	Elizabeth Bond
2000	-	Sonia Caruana and Sakeneh Zraika
1999	-	Amanda Notini

GUIDELINES FOR PREPARATION OF HONOURS THESIS

SUBMISSION, STRUCTURE AND SETTING OUT OF THE THESIS

1) Thesis Submission

- **Electronic copy only in both Word and PDF format.** This is to be submitted by dropbox/email/usb to Mary Ljubanovic E: mlju@unimelb.edu.au
- **One hard copy of the abstract is to be submitted.** Your name and student ID must be inserted on the top right hand corner. *This abstract will be forwarded to the examiners for your final thesis oral presentation in October.*
- **Your thesis must be submitted by 4.00pm on the submission due date** to Mary Ljubanovic, Honours Administrator, Department of Medicine (RMH), 4th Floor, Clinical Sciences Building, Royal Melbourne Hospital (Royal Parade entry). **WARNING.** *It is not possible to grant extensions except in the case of serious illness or bereavement. Late work must be deemed "Late" and will have a grading penalty applied.*

The electronic copy of your thesis will be deposited in the Department of Medicine (RMH) Library.

- 2) If you wish to print your thesis for your supervisor/yourself/parent - the thesis must be laser-printed, single-sided using a standard word processing software program (e.g. Microsoft Word) on A4 paper. You may use either **Arial** or **Times New Roman** fonts only. The use of font-spacing or other text compressing software, eg Pagemaker or other desk-top publishing software is not permitted.
3. The submitted electronic version must exactly match your written version and may randomly be audited using "anti-cheating" software that detects plagiarised material . **IMPORTANT: plagiarism is an extremely serious offence at the University of Melbourne- penalties include failure with no right to resubmit or expulsion from the University. You will be required to formally declare in writing that your thesis is your own work. Being found guilty of plagiarism can have life-long consequences for you.**
4. Text must be double-spaced throughout.
Tables and Figures and legends are not required to be double-spaced. .
Figures, tables and their legends do not constitute body text.
5. Pagination.
 - Title Page. Page numbering not preferred but is permitted.
 - Number the Dedication, Declaration, Acknowledgement, Table of Contents, Abstract and Abbreviation pages in Roman numerals (i, ii, iii, iv etc.)
 - Number the Body of the Thesis in Arabic numerals (1, 2, 3 etc).
Number the Appendix (if any) in Roman numerals
 - Use a minimum font size of 11.
 - Leave a minimum 2.5 cm margins all round the text.
 - Number Tables, I, II, III, IV, etc. and Figures 1, 2, 3 etc. in order of first mention in the text.
6. The order of presentation in the thesis is:
 - Title page
 - Dedication page ie to Parents (optional)
 - Declaration (must be signed)
 - Acknowledgements
 - Table of contents

Abstract
Abbreviations used (if any)

Introduction)
Aims) BODY OF
Methods, acknowledging appropriate ethics clearances) THESIS
Results)
Discussion)

References
Tables*
Figures*, with legends
Appendix

* You may include as many figures and/or tables as you deem necessary. Figures and tables should be on separate pages labelled with their sequential number (i.e. Figure 1....Table I, II etc). Do not mix figures or tables within your body text.

- Title page:** This should contain the thesis title, your full name and degree(s), what the thesis is being submitted for (i.e. "Thesis submitted to University of Melbourne for the Degree of BSc with Honours"), and the date of submission, and student ID.
- Abstract:** Special attention should be paid to the abstract at the front of the thesis since this is an especially important part upon which your examiners make their judgment. It should be factual and informative, summarizing the main purposes and results of the work. It should be 1 to 2 pages long (ie longer than a normal paper abstract and more informative). It should enable anyone who has not read the full thesis to understand the objective of the research, the approach used, the results found and their significance. It is best written when the rest of the paper is completed. Avoid using abbreviations and references in the Abstract.
- Abbreviations:** These should be kept to a minimum. List abbreviations used on a separate page after the Abstract and consult the Department of Medicine or journals such as *Cell* or for approved abbreviations and also for any uncertainties in style.
- Body of the thesis (Introduction, Aims, Methods, Results and Discussion):** This should be no more than 35 pages of typed text, double-spaced (A4 pages). You should aim to make your body text concise and use it to give a complete account of your project. IMPORTANT marks may be deducted for exceeding 35 pages of body text. Examiners may remove all pages in excess of 35 pages. As the thesis constitutes a formal assessment you may not exceed 35 pages of body text- this is to ensure fairness for all candidates

For appropriate material, you may use one or more appendices at the end of the thesis. Lengthy experimental procedures description, mathematical derivations, etc. could be placed in this section. Appendices facilitate future ready reference to valuable details without impairing the readability of the thesis. Where appropriate, references should be made to the original source when established techniques are used, mentioning only innovations in any detail. Important: do not use the Appendix for material that should be included in the body text. Appendices are very rarely needed. You should concentrate on writing clearly and concisely.

All data should be shown in some form. "Data not shown" is not acceptable for a thesis.

You may divide the introduction, methods, results and discussion into numbered subsection if desired eg.

- Main heading
 - subsection
 - subsection etc

11. **Acknowledgements:** You must clearly and accurately acknowledge help from associates, etc, at the beginning of the thesis, pointing out clearly those measurements, calculations, diagrams, etc, which were executed by persons other than the writer of the thesis. It is important to convey your contribution to the study, especially if there have been substantial contributions from others.
12. **Ethics:** You must acknowledge in your Methods section that the project had received prior ethical clearance(s) and was performed in accordance with the appropriate Hospital, University and NMHRC guidelines. Projects involving human subjects must acknowledge conformity with the Helsinki guidelines.
13. **References:** These should include all authors, the title, and inclusive page numbers. One of two systems can be used:

- (a) The “name and year” system is the preferred form (to follow instruction to Authors for *Cell*). For example “..... as shown previously (Miller, 1989; Fallon and Loughlin, 1993)”

The references should be listed alphabetically at the end of the text in the following style:

Fallon, J.H., and Loughlin, S.E. (1993). Functional implications of the anatomical localization of neurotrophic factors. In *Neurotrophic Factors*, S.E. Loughlin and J.H. Fallon, eds. (San Diego, California: Academic Press), pp. 1-24.

Miller, C. (1989). Genetic manipulation of ion channels: a new approach to structure and mechanism. *Neuron* 2, 1195-1205.

- (b) **Alternatively**, the references may be numbered in order of appearance in the text as :
“..... as shown previously [7].”
“..... as shown by Miller [7].”

The references are listed at the end of the text in numerical order in the same style as above.

Note that bibliographic software such as Endnote makes this process relatively easy as complete references can be downloaded over the web and inserted directly into your Endnote library. Endnote also allows you to use a template with the preferred “Cell” citation formation. Endnote is supported by the University of Melbourne and may be downloaded centrally from the University’s website. The Brownless Medical Library also provides assistance in the use of this software.

14. **Tables:** Give them fully explicit titles centred at the top of the Table and provide footnotes as superscripts, denoted as lower case letter (ie “a”, “b”, “c”) in order of appearance where necessary. Avoid presenting the same data in a Figure and Table. Give all units in Table headings in the text and make sure they are consistent throughout.
15. **Figures:** Pay great attention to the preparation of figures. Give fully explicit titles and an adequate legend either underneath the Figure or on the opposite (facing) page so that it can be easily referred to while studying the Figure. Give all units on Figure ordinates and make sure they are consistent throughout. The submitted copies of the thesis must have originals of laser scanned images (eg Northern and Western blots). Do not draw curves beyond data points unless you have special justification.

Figures, tables and their legends do not constitute body-text

DOS AND DON'TS

1. Writing the thesis will take much longer than you think. In order to make it easier:
 - Discuss the content and format with your Supervisor before starting.
 - Read the literature from the start of the year and read deeply and widely. Make an Endnote reference entry for each paper you read.
 - Make an outline and a timetable for writing and discussing each chapter.
 - Make a style sheet specifying all the detail of layout, formatting, graphs, tables, abbreviations. Use of a style sheet ensures you have consistency over the whole thesis.
 - Make sure you know how to use your word-processing program and learn how to use the Table of Contents function. The University supports Microsoft Word but not other programs.
 - Show your Supervisor a draft of each section as you write it and get his/her criticism and suggestions.
 - Submit a complete draft to your Supervisor one month before final submission.
 - Save regularly and make backups.
2. Write the thesis in your own words - it must be your original work. It is forbidden at all times to use sentences or paragraphs from other authors' works - such plagiarism is readily detected and constitutes a very serious offence that carries severe penalties. Under University guidelines, students found guilty of plagiarizing the work of others may be failed without rights or ability to resubmit or may be expelled.
3. Carefully check for omissions, spelling errors, typographical errors, inconsistencies (especially in units used).
4. When using computers, remember to keep back-up copies of all the work you prepare on a USB in order to avoid any disastrous accidents!

DECLARATION TO ACCOMPANY THESIS SUBMISSION

This page should be copied and included with your thesis

DECLARATION BY SCHOLAR:

I, (student's name)

certify that

- the thesis comprises only my original work, except where indicated in the accompanying Acknowledgement statement *
- the thesis conforms to the specifications outlined in the Honours Handbook.

Signature: _____

Date: _____

DECLARATION BY SUPERVISOR:

I confirm that the declaration above

of.....(student's name) thesis are a true and

fair representation of the student's work.

Signature: _____

Date: _____

ACKNOWLEDGEMENT

*Your Acknowledgement page must declare, as appropriate:

- the extent to which the student has used the work of others
- the contribution of the student to work carried out in collaboration with others
- a description of work submitted for any other qualification
- a description of work carried out prior to enrolment in Honours.

ADVICE FOR PREPARING A JOURNAL PRESENTATION

The following is meant to be a simple guide to presenting a journal article. One normally takes between 10-20 minutes for such an activity. There will definitely be differences in opinion between people on some of these issues, but the following guide should satisfy most people.

Choice of the article:

You would normally be advised specifically on this. In general, it should be a significant paper of interest or relevance to the group. It should normally be recent (last 3 months). It need not necessarily be specifically in your own area of expertise or research, and often it is better to choose one outside your area so that you learn something about other techniques. Always confirm the suitability of your choice with someone else in the group.

Presentation:

You will normally be given guidelines for this by whoever is organizing the session. In general, make sure that you present information in a way which is easily read by all present. The use of materials which require projection apparatus which is noisy, out of focus, and poorly lit is often not satisfactory; and it is better to use technologies which are effective.

Format of the presentation:

1. Ensure that you indicate where the journal comes from, who the researchers were, and where they worked. This may be meaningless to you, but of significant relevance to others.
2. Present briefly the necessary background, to ensure that the audience knows enough about the area to understand the rest of the presentation. In general, this will mean a brief presentation of the Introduction in the paper itself.
3. Present the aims of the study as provided in the paper. You will need to comment as to whether or not these aims are clearly presented and focused, and whether they really were what was aimed at in the experimental procedure.
4. Give a brief outline of the Methods. This can be cut down severely, if you only have a small amount of time to present the article. If the research work was done in different segments, then you might like to present the Methods and the Results, and the discussion of that segment before going on to the next segment. Ensure that you cover any methods which were novel, comment on their accuracy, ensure that the design of the experiments were appropriate, with sufficient numbers in the experimental groups, and good selection of controls. Methods are all about end-points; ensure that these end-points are appropriately evaluated in the Methods section.
5. Then present the results. Where possible, show the actual figures or tables out of the article itself, but highlight or focus on those which are most relevant. Make sure that you agree with the interpretation of the results. Check the statistics for suitability; look for consistency within the results. Make sure that you feel the results make sense in terms of what is already known.
6. The analysis of the paper should then be based primarily on the conclusions that can be drawn from the results in the paper. You should not simply re-present the Discussion in the paper itself. Focus on the principal conclusions (which should be expressed in the Abstract), making it clear which of the conclusions are drawn by the researchers, and which are yours. Consider if the Conclusions relate back to the Aims of the paper and

consider if the Conclusions are fully justifiable on the basis of the results. If not, suggest what other experiments may need to be done. Finally, put this work into perspective by considering its importance to science/medicine.

Conclusion:

While the above details might sound considerable, it is remarkable how quickly a complex paper can be presented by just picking out the key features of the above, and moving systematically through them. Note that, when you do present a journal, you do not have to present everything in the paper. This point applies particularly to the Results section. Really, you only need to present those results which are directly pertinent to the key conclusion. After all, you are presenting the article because of the interest or importance of the key conclusion.

GUIDELINES FOR EXAMINERS

of Honours Theses

The written thesis together with an Oral Presentation constitute the Research Project and contributes 75% to the total mark of the BSc Honours Year.

Thesis	80% of Research Project
Oral Presentation	20% of Research Project

Examiners are asked to consider several issues when assessing the thesis. They will keep in mind this is an Honours Thesis which has for most students been completed over a 7-8 month period. The quality and quantity of the work will be assessed in the light of the relative difficulty of the techniques applied and/or the systems in which the work was performed. The nature of the project may have a major influence. An Examiner's assessment will make the following considerations:

1. Does the student understand the general area being studied?
2. Is the background literature review appropriate and complete?
3. Has sufficient experimental work/quantitative data collection been performed?
4. Have the experiments been performed properly?
5. Have the results been interpreted appropriately and discussed in the light of information currently available?

A score out of 100 is given and an overall impression as a short paragraph for release to the student is provided.

The following marking scheme is applied:

N (fail)	<65%
H3	65-69%
H2B	70-74%
H2A	75-79%
H1	≥80%

The Examiner's awarded mark will reflect the **thesis only**. Examiners are invited to attend the student's oral presentation and their input at this time is valued, but the thesis will be read and the Examiner's impression formed before the presentation.

GUIDELINES FOR INCOMING STUDENTS

These Guidelines are presented to incoming students with the intent of avoiding potential misunderstandings by setting out what is expected of them, and what they might expect of the Department, during the course of their study.

RESPONSIBILITIES OF THE STUDENT

The chief goals of the student are :

1. To produce a completed thesis within a reasonable time frame = Honours ~9 months.
2. To produce and publish independent and collaborative research relevant to the goals of this Department.

Subsidiary to the above primary goals, the Department expects that each student will abide by the rules of the Department, and in particular, will:

- Ensure that the Principal Supervisor and Co-supervisor are kept well-informed of the student's research progress and any major problems that are obstructing that progress, by means of regular meetings.
- Abide by the requirements of your supervisor and group regarding daily hours of attendance.
- Abide by any specified conditions for access to particular data or samples.
- Be in regular attendance at the Department.
- Attend Departmental seminars and relevant specialist group seminars.
- Archive and catalogue samples, data and/or computer programs before departing.
- Undertake duties/responsibilities as deemed appropriate by and within their laboratory.
- Observe the University of Melbourne Environment, Health & Safety Policies

Paid Employment

It is expected that Honours and MBIomedSc students would not undertake paid work during office hours.

Seminars

The Department runs a weekly Departmental Seminar series covering any and all topics relevant to the research of the Department. All Honours students are **required** to attend these seminars as part of their Honours course. PhD, MBIomedSc and MMed students are **expected** to attend these seminars and contribute to the discussion.

In addition, most research groups run specialist research seminars of particular interest to those groups and all group members are expected to participate in these seminars and discussions.

Honours students are required to give an oral presentation (10 min + 5 min discussion) of their work to the Department as part of their assessment. PhD students are required to present at lab meetings during their candidature and to give a Confirmation presentation (30 min) at the end of the first year and a completion seminar (1 hr) as part of the Department Seminar Program. These presentations are formal requirements of the PhD program.

Participation in National and International Conferences

Presentation of your project at conference is highly recommended. Several opportunities per year are often available. Discuss this with your supervisor.

Please note: *there is no faculty/department funding available for travel and printing expenses to attend or present at a conference for Honours and MBIomedSc students.*

Research Publications

Although the Honours year projects often do not generate enough data for an independent publication, this will occur in some cases. There are many advantages to publishing your work, so should the possibility be available it is strongly encouraged. In some cases, further work may be possible after the formal Honours program.

Thesis / Scientific Writing

Scientific writing is an acquired art (acquired mainly by the process of writing numerous drafts, obtaining and accepting constructive criticism). Most of us find it difficult to see our latest written masterpiece covered with red ink/corrections/criticisms, but offering a manuscript up for such treatment is the best, most cost-effective way to improve it quickly. Technical writing courses are offered within the University and if you have trouble putting pen to paper, either because English is not your first language, or just because you are out of practice with writing, then you should avail yourself of these courses. Details of these and other courses are posted during the year.

Ethics and Research Code of Conduct

All research projects that involve human or animal subjects must be approved by the appropriate Campus/Hospital Ethics Committee. Your supervisor will ensure that this is the case, it is your responsibility to ensure that you are aware of, and adhere to, the set guidelines. A brief outline of this subject will be given during orientation.

The University has a Code of Conduct for Research. It is important that students are aware of the code and comply with its principles. www.unimelb.edu.au/Statutes/r171r8.html

- Research is the pursuit of scientific truth
- Research workers should, in all aspects of their research
 - demonstrate integrity and professionalism
 - observe fairness and equity
 - avoid conflicts of interest
 - ensure the safety of those associated with the research
- Research methods and results should be open to scrutiny and debate

Responsible Conduct and Expectations of Students Policy (MPF1058):

<https://policy.unimelb.edu.au/MPF1058>

Responsible Conduction of Students Procedure (MPF1061)

<https://policy.unimelb.edu.au/MPF1061>

Safety

Safety is an important concern of the Department and to assist in maintaining appropriate safety standards the Department has a Safety Committee. This Committee is made up from members of staff from all groups within Department and includes a student representative. A list of Committee members is included in this package. Any safety concerns you have should be brought to the attention of your group's safety representative or the student representative, or if this is not possible, of the Laboratory Manager. The Department's Safety Manual, which must be read by all students, includes information on a wide variety of safety issues and is available on the Department's server at both RMH and WH. In addition, the University's Environment Health and Safety Manual and the Faculty Safe Work Practices Manual are available on the World Wide Web and also include useful information. It is your responsibility to abide by the safety rules of the Department and the University and failure to comply with safety directives could ultimately result in suspension of candidature. Students located outside the Department of Medicine campus are required to determine emergency policies and procedures for the institution in which they are based. The Department recommends that students are immunised against Hepatitis B and, for those working with animals, tetanus. For further information please contact Ms Jessie Leung, Laboratory Manager E: jessiel@unimelb.edu.au

RESPONSIBILITIES OF THE SUPERVISOR

PRINCIPAL SUPERVISOR

The Principal Supervisor is identified as the supervisor in the interpretation of any relevant University regulations, and he/she will take primary responsibility for the progress of student, project and aspects such as administration of grant funds. The duties of a supervisor include providing adequate, timely supervision. This concept means different things to different people and would be expected to be different for Honours students versus post-graduate students. In some cases, depending on the course and the particular student and project, supervision will be close. In other cases, close supervision would be regarded as unnecessarily intrusive by both student and supervisor. The system has to provide for a range of different project types and personalities. The supervisor(s) act principally in an advisory capacity.

Duties of the Principal Supervisor

The minimum duties of a Principal Supervisor as perceived by the RMH Academic Centre are:

1. The supervisor should be adequately aware of how the student is presently using his or her research time and research resources.
2. The supervisor should advise the student if the supervisor sees ways for the student to improve his or her use of research time and research resources.
3. The supervisor should, read and provide feedback (within a reasonable time frame) on written material related to the project under supervision.

Supervisors are not automatically entitled to co-authorship of manuscripts written by their students. Co-authorship should only apply when both parties have made a significant contribution to either the research described by the manuscript, or to the writing. When the supervisor is not an author of the manuscript he should act as a reviewer, providing objective advice and constructive criticism. It is wise to determine the authorship before commencing the project. The University has guidelines which detail how authorship of publications is to be determined.

A student should take the initiative to ask for meetings with their supervisor/s whenever advice is required, usually at least once a week. Regular meetings of at least this frequency are necessary to maintain good communication between student and Supervisor.

CONFLICT

As described above, a student should discuss technical problems with their supervisor. If, in the unlikely event that a student feels, at any stage, that the supervisors are not providing adequate support and supervision, we outline below a procedure to resolve such problems with minimum expense of time and energy.

1. First, the student should discuss the problem with their supervisor/s.
2. If the supervisor is unable or unwilling to assist, the student should then approach the Course Coordinator for advice and assistance.
3. If a problem of poor communication, personality conflict, or other ill-feeling between supervisor and student should arise then a student may request a change of supervisor. However, we emphasise to both supervisors and students that it is not in anyone's best interests to let such a situation develop. Disputes between supervisor and student may be simply avoided by ensuring that each party is better informed of expectations and intentions.
4. If the student feels that none of the above channels are working, or are not appropriate to the circumstances, then the student should refer the matter to the Head of the Department.

ABSENCE OF SUPERVISOR

Supervision is guaranteed by the Department even in the temporary absence of a Supervisor.

RESPONSIBILITIES OF THE DEPARTMENT

The Royal Melbourne Hospital Academic Centre has a responsibility to provide to its students adequate facilities and supervision for the duration of candidature.

FACILITIES

The Department of Medicine Honours Program at RMH undertakes to provide adequate facilities to students, but the definition of adequate facilities depends on available departmental resources and on relevant external project funding.

At present, students can expect to be allocated a desk and bookshelf space in a shared office. In the event of large numbers of enrolled students, desks for Honours students may be accommodated within laboratories, but where possible this is avoided. Access to University and Department computers, library and image processing facilities is also available to all students without charge. In addition, the Royal Melbourne Hospital provides access to departmental research facilities such as the animal house, centrifuges and autoclaves, where these are required for your research. The Department also provides tea and coffee for morning and afternoon teas.

All reasonable photocopying, laser printing and stationery are provided by the Department of Medicine (RMH). The photocopier is located at the Department of Medicine, 4th Floor, Clinical Sciences Building. To directly print documents from your computer files please contact Mary Ljubanovic E: mlju@unimelb.edu.au. Access to the copier for colour printing is controlled by a "PIN – which can be obtained from the General Office or Mary Ljubanovic. There is also a photocopier in the Brownless Medical library reserved for use by staff and students of the Faculty of Medicine, Dentistry & Health Sciences (FMDHS). Please remember that photocopying, stationery and laser printing is a major expense to the Department, so make an effort to be efficient in your use of these facilities

It is also expected that, in return for access to and use of some Departmental facilities, students may be called on to assist with the maintenance and operation of those facilities. Such assistance by students will be at a minor level unless it is officially recognised and paid appropriately.

It is usually best to check with your supervisor as to your entitlement to resources. However, if you feel that certain resources are essential to your research and are at present not available to you, you should raise the matter firstly with your supervisor(s) and then, if necessary, with the RMH Honours Coordinator. The Department does not like to see good research activity blocked by minor resource problems.

Students are provided with internet access but are reminded of the obligation to use such services for University business **only**. Email accounts are provided to all students by the University and you should arrange this through Information Technology Services as soon as possible. Computer training courses are available for students at ITS, and the majority of basic courses are free to students. Those courses for which a fee is charged will not, in general, be funded by the Department but many supervisors will be happy to pay such fees from external funds if use of the particular software is fundamental to the research undertaken by the student.

To access IT support for computer related incidents only please use the online help support– see link below.

Log a request for IT support : <http://www.it.mdhs.unimelb.edu.au/>

Request Support: <http://www.it.mdhs.unimelb.edu.au/?id=it-request>

Requests for access to file shares should be submitted to Research Technology with a completed authorisation form:

<http://www.it.mdhs.unimelb.edu.au/uploads/Application%20for%20Approval%20to%20Access%20a%20Secure%20Network%20Folder.pdf>

GENERAL INFORMATION

STUDENT ORIENTATION

Student introductory lectures are held at the beginning of each year. These sessions cover areas such as safety and evacuation procedures and animal ethics, as well as general information about the Department. All students are required to attend such induction sessions.

SECURITY

The location of the Department within the Hospital campuses does bring security problems associated with public institutions. To assist us in making the Department as secure as possible, you are requested to wear your Hospital ID badge at all times when in the Department. In addition you are required to ensure that individual labs are secure when working after hours and to check that areas are locked on departure. Friends must report to the front office when visiting rather than wandering through the Department to look for you and will be signed in as visitors. If at any time you feel threatened or in danger when working in the Department security personnel can be contacted on RMH 9342 7716. Students located at other campuses should check with local area procedures.

STUDENTS' SOCIETY

Students of the Royal Melbourne – StoRM

Thomas Ware: E: t.ware@student.unimelb.edu.au

A Students' Society has been formed to represent the students within the Department to keep them informed of Departmental and University issues affecting them and to organise social activities. The Department has allocated \$1,000 per annum to this committee to help fund its activities. Regular meetings are held and all students are welcome to attend. An Honours/Social Representative from the Honours Program will be asked to join the StoRM committee.

HARASSMENT/DISCRIMINATION

The University of Melbourne is committed to creating and maintaining a work and learning environment free from sexual harassment:

<https://hr.unimelb.edu.au/advice/toolkits/equity-diversity/toolkits/harassment> and discrimination:
<http://www.hr.unimelb.edu.au/strategic/equity/issues/discrimination>

If you feel that you may have been sexually harassed or discriminated against you can discuss your concerns in an entirely confidential setting with either an [Anti-Discrimination Adviser](#) or [Sexual Harassment Adviser](#) as appropriate. See links below for details: .

<http://hr.unimelb.edu.au/advice/toolkits/equity-diversity/contacts/discrimination>
<http://hr.unimelb.edu.au/advice/toolkits/equity-diversity/contacts/harassment>

Should you have any difficulty in reaching an Adviser, please contact the [Equal Opportunity Unit](#) for assistance. <http://hr.unimelb.edu.au/advice/toolkits/equity-diversity/contacts>

The Department has a formal Student Committee which aims to ensure the Department fulfils its obligations to students enrolled in the Department. If you have any student issues which you think need to be resolved at a Departmental level, please inform the Department Coordinator or the student representative on this Committee.

DEPARTMENT GENERAL OFFICE

Department of Medicine (RMH): Web page: <http://www.medrmhwh.unimelb.edu.au/>

Location: 4th Floor, Clinical Sciences Building, Royal Melbourne Hospital.
Entry from Royal Parade.

General Office: Ms Wendy Cadd (lab books, stationery, mail etc)
T: 8344 6252 F: 9347 1863

Office hours: 8.30am – 4.30pm

Students of Royal Melbourne (StORM)

President: Thomas Ware E: t.ware@student.unimelb.edu.au

HONOURS CURRENT STUDENT INFORMATION

<http://www.medrmhwh.unimelb.edu.au/Students/Studentinfo/>

The Department has a dedicated webpage to provide coursework information for students enrolled in our Honours and MBiomedSc programs :

Noticeboard

- Course Structure
- Important Dates
- BIOM40001 : Introduction to Biomedical Research Timetable
- MEDI40004 : Seminars in Translational Medicine Lecture Program
- Academic Centre Seminar Series
- Honours Handbook
- Thesis Draft Outline Guidelines
- Project Outline Oral Presentation Template
- Thesis Guidelines
- Thesis Template

General Information

- University of Melbourne Useful Webs Sites
- Scholarships and Prizes
- Travel Information

Links

- Student Portal
- Learning Management System (LMS)
- Copyright information
- Endnote and Papers
- Animal Research Ethics for researchers, teaching staff and students
- Human Research ETHics
- Melbourne Research : Intellectual Property for Students and Supervisors
- Melbourne's Policy of Conflict of Interest
- Management of Research Data and Records
- Melbourne Research Code of Conduct

UNIVERSITY OF MELBOURNE USEFUL WEB SITES

STUDENTS

STOP 1 – Connecting Students and Services: <http://students.unimelb.edu.au/stop1>

- **Information website for current students:** <http://students.unimelb.edu.au/>
- **Phone:**13 MELB (13 6352)
- **In person:** 757 Swanston Street (Parkville), 234 St Kilda Road (Southbank)

Department of Medicine RMH Current Honours & MBiomedSc Student Information
<http://www.medrmhwh.unimelb.edu.au/Students/Studentinfo/>

MDHS Honours <http://sc.mdhs.unimelb.edu.au/honours>

Master of Biomedical Science <http://mdhs-study.unimelb.edu.au/degrees/master-of-biomedical-science/degree-structure#degree-structure>

RMH Scholarships & Prizes <http://www.medrmhwh.unimelb.edu.au/Students/scholarships.html>

Student IT and e Learning Support: <http://www.studentit.unimelb.edu.au/>

Log an IT Request http://www.it.mdhs.unimelb.edu.au/rmh/rmh_support_request.html

Study at MDHS (Study Here, Administration, Student Experience, Policy & Procedure, Getting Assistance, Resources) : <http://sc.mdhs.unimelb.edu.au/>

Student Financial Aid: <http://www.services.unimelb.edu.au/finaid/>

Services for Students: <http://services.unimelb.edu.au/>

Student support – international students: <http://services.unimelb.edu.au/international>

Student Induction Summary - safety items for students to know
<http://intranet.mdhs.unimelb.edu.au/sites/panopoly/files/I1-StudentInd-v8.1.pdf>

Staff & Student Safety Off-Campus:
<http://intranet.mdhs.unimelb.edu.au/staff-and-student-safety-campus>

Student Communications Procedure
<https://policy.unimelb.edu.au/MPF1032>

Student Services – undergrad resources – top resources:
<http://services.unimelb.edu.au/academicskills/undergrads>
http://services.unimelb.edu.au/academicskills/undergrads/top_resources

Student Services – academic skills – all resources:
http://services.unimelb.edu.au/academicskills/all_resources#graduate-students

Graduate Research Hub: <http://www.gradresearch.unimelb.edu.au/>

Melbourne Scholarships: <http://www.services.unimelb.edu.au/scholarships/>

RMH Academic Seminar Series: <http://www.medrmhwh.unimelb.edu.au/NewsEvents/seminars.html>

RHD Seminar Series: <http://www.medrmhwh.unimelb.edu.au/NewsEvents/studentseminars.html>

Medical Declaration for off campus activities:

http://intranet.mdhs.unimelb.edu.au/sites/panopoly/files/I3_Med_Dec_v8_2%20Jan2012.pdf

Responsible Conduct and Expectations of Students Policy (MPF1058)

https://policy.unimelb.edu.au/MPF1058?_ga=1.223519128.2023836562.1449787684

STAFF AND STUDENTS

Department of Medicine RMH <http://www.medrmhwh.unimelb.edu.au/>

Department of Radiology RMH <http://www.melbourne-radiology.org/>

Department of Surgery RMH <http://www.surgeryrmh.unimelb.edu.au/>

Department of Psychiatry RMH <http://www.psychiatry.unimelb.edu.au/>

Department of Obstetrics & Gynaecology RWH <http://www.obsgyn.unimelb.edu.au/>

Melbourne University <http://www.unimelb.edu.au/>

Melbourne Medical School <http://medicine.unimelb.edu.au/>

Staff Hub <https://staff.unimelb.edu.au/>

(Email, Themis, LMS, IT Help, ISIS, HR, Performance Development, Workplace Discrimination & Harassment)

Staff Self Service - THEMIS (getting started & support): <http://www.themis.unimelb.edu.au/>

University Contact Directory: <http://directory.unimelb.edu.au/>

University of Melbourne 'Find an Expert': <http://www.findanexpert.unimelb.edu.au/>

Managing University IT Systems & Support Policy: <http://policy.unimelb.edu.au/MPF1121>

Melbourne Policy Library: <http://policy.unimelb.edu.au/>

Responsible Conduct of Staff Policy: <https://policy.unimelb.edu.au/MPF1160>

Privacy Principles: www.unimelb.edu.au/unisec/privacy

Workplace Discrimination and Harassment: <https://staff.unimelb.edu.au/human-resources/managing-staff/fair-equitable-safe-workplace>

Copyright Guidelines: <http://www.unimelb.edu.au/copyright/>

Code of Conduct for research www.unimelb.edu.au/Statutes/r171r8.html

Nine Principles Guiding Teaching and Learning: www.cshe.unimelb.edu.au/pdfs/9principles.pdf

A-Z Directory of Melbourne Research Services: <http://mro.unimelb.edu.au/content/melbourne-research-services>

Research Innovation & Commercialisation brochures: <http://mro.unimelb.edu.au/content/brochures>

- Grants & Contracts
- Research Ethics (Human & Animals)

- Research Integrity
- Intellectual Property & Commercialisation
- Sexual Harassment
- Resources for Staff and Supervisors: <https://staff.unimelb.edu.au/human-resources>
- Academic Honesty and Plagiarism information:
<http://academichonesty.unimelb.edu.au/advice.html>