This handbook can be reproduced in whole or in part only with the authors’ permission and with acknowledgment of the source. Requests to do so should be made to Graduate Research at Melbourne Children’s <GR-MC@unimelb.edu.au>.
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Melbourne Children’s Campus

The Melbourne Children’s Campus is a unique collaborative partnership between the University of Melbourne Department of Paediatrics, the Murdoch Children's Research Institute (MCRI) and the Royal Children's Hospital Melbourne (RCH).

We undertake world-leading research that incorporates a multi-disciplinary approach to research into child and adolescent health. Our aim is to lead ground breaking translational and patient-orientated research across the breadth of paediatric disciplines.

The Department of Paediatrics has the role as Custodian of Education on the campus, whilst MCRI is the Custodian of Research and RCH is the Custodian of Clinical Care. This unique arrangement maximises the facilities and resources available to support our extensive research programs. It also fosters the development of a breadth and depth of collaborative research across the broad spectrum of paediatric research.

Graduate Research Students on the Melbourne Children’s campus are supported by the Melbourne Children’s Graduate Programs Team with academic oversight provided by the Melbourne Children’s Graduate Research Training Committee (MCGRTC).

Melbourne Children’s Graduate Research Training
https://medicine.unimelb.edu.au/school-structure/paediatrics/study/current-student-resources/research-students

Department of Paediatrics, The University of Melbourne
http://medicine.unimelb.edu.au/school-structure/paediatrics

The University of Melbourne Graduate Research Hub
http://gradresearch.unimelb.edu.au

Murdoch Childrens Research Institute (MCRI)
https://www.mcri.edu.au

MCRI Information for Students
https://intranet.mcri.edu.au/research-and-science/students/information-for-current-students

The Royal Children’s Hospital Melbourne (RCH)
https://www.rch.org.au
Student Support Contacts

Graduate Programs Officers
Please contact us if you have any questions regarding University policies and procedures. We also offer confidential support to graduate research students based at the Melbourne Children’s Campus. We encourage you to approach us if you have any difficulties, for example, in relation to:

- Your progress
- Health/personal problems affecting your candidature
- Supervisor relationship issues
- Bullying or harassment

We are located at Department of Paediatrics, 2nd Floor West (access via White Lifts), RCH

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
<th>Work Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carmen Van Tiggel</td>
<td>9345 7021</td>
<td><a href="mailto:GR-MC@unimelb.edu.au">GR-MC@unimelb.edu.au</a></td>
<td>Monday, Tuesday, Thursday, Friday</td>
</tr>
<tr>
<td>Therese Tavara</td>
<td>9345 4752</td>
<td><a href="mailto:GR-MC@unimelb.edu.au">GR-MC@unimelb.edu.au</a> or <a href="mailto:students@mcri.edu.au">students@mcri.edu.au</a></td>
<td>Full Time</td>
</tr>
<tr>
<td>Helen D’Cruz</td>
<td>9345 6671</td>
<td><a href="mailto:GR-MC@unimelb.edu.au">GR-MC@unimelb.edu.au</a></td>
<td>Full Time</td>
</tr>
</tbody>
</table>

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Prof Cheryl Jones 55161 cheryl.jones@unimelb.edu.au

Graduate Research Coordinator
Prof Nigel Curtis 56366 rncurtis@unimelb.edu.au

Melbourne Children’s Graduate Research Training Committee Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prof Nigel Curtis</td>
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<td>56366</td>
<td><a href="mailto:rncurtis@unimelb.edu.au">rncurtis@unimelb.edu.au</a></td>
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<tr>
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<tr>
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<td>Deputy Chair</td>
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<td><a href="mailto:paul.monagle@unimelb.edu.au">paul.monagle@unimelb.edu.au</a></td>
</tr>
<tr>
<td>A/Prof Shireen Lamande</td>
<td>MCR Institute Research Training Coordinator</td>
<td>16465</td>
<td><a href="mailto:shireenl@unimelb.edu.au">shireenl@unimelb.edu.au</a></td>
</tr>
<tr>
<td>A/Prof Jan Hodgson</td>
<td>Chair, Coursework and Curriculum Committee</td>
<td>16308</td>
<td><a href="mailto:hodgson@unimelb.edu.au">hodgson@unimelb.edu.au</a></td>
</tr>
<tr>
<td>Dr Belinda McClaren</td>
<td>Chair, Honours Committee</td>
<td>16415</td>
<td><a href="mailto:belinda.mcclaren@unimelb.edu.au">belinda.mcclaren@unimelb.edu.au</a></td>
</tr>
<tr>
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<td>Medical Director of MCTC</td>
<td>54008</td>
<td><a href="mailto:adavi@unimelb.edu.au">adavi@unimelb.edu.au</a></td>
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<td>A/Prof Susan Donath</td>
<td>Deputy Director of CEBU</td>
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</tr>
<tr>
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<td>54638</td>
<td><a href="mailto:acsteer@unimelb.edu.au">acsteer@unimelb.edu.au</a></td>
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<tr>
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<tr>
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<td><a href="mailto:john.christodoulou@unimelb.edu.au">john.christodoulou@unimelb.edu.au</a></td>
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<td>A/Prof Brigid Jordan</td>
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<td><a href="mailto:bjordan@unimelb.edu.au">bjordan@unimelb.edu.au</a></td>
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<td></td>
<td><a href="mailto:jonathan.payne@unimelb.edu.au">jonathan.payne@unimelb.edu.au</a></td>
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<td><a href="mailto:fnewall@unimelb.edu.au">fnewall@unimelb.edu.au</a></td>
</tr>
<tr>
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<td>Department Manager</td>
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<td><a href="mailto:hld@unimelb.edu.au">hld@unimelb.edu.au</a></td>
</tr>
<tr>
<td>Dr Ann Frazier</td>
<td>Early to Mid-Career Researcher Association (EMCRA)</td>
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<td><a href="mailto:ann.frazier@mcric.edu.au">ann.frazier@mcric.edu.au</a></td>
</tr>
</tbody>
</table>

Department of Paediatrics Manager
Helen Dedman 55013 hld@unimelb.edu.au
Important Information for New Students

University of Melbourne Email and Student Portal

It is a condition of enrolment that you send and receive correspondence related to your degree to and from your University student email.

To access your University of Melbourne Mailbox and Student Portal, log in through https://my.unimelb.edu.au

Your username can be different from your email alias. For example, your email alias might be “j.bloggs”, and your username might be “jbloggs15”.

On our campus, most students have multiple mailboxes through different campus partners. If you find it difficult to regularly check your University of Melbourne mailbox, we recommend setting up an automatic forward from your University mailbox to your preferred mailbox.

Graduate Research Hub
The Graduate Research Hub provides you with advice and resources to get you from orientation to graduation, including information on:

- Making changes to your candidature
- Skills development and courses
- Thesis requirements including thesis with publication
- Examination process

Go to http://gradresearch.unimelb.edu.au/

University of Melbourne Student ID

Once you have uploaded your photo, you can collect your student card at Stop1, 757 Swanston St.

Your card will let you borrow from the University of Melbourne libraries and get access to specific areas on the main University of Melbourne campus.

You can read more about your student card here: http://ask.unimelb.edu.au/app/answers/detail/a_id/1330/kw/student%20card

MCRI Information for Current Students
https://intranet.mcri.edu.au/research-and-science/students/information-for-current-students

RSA mailing list
The Melbourne Children’s Research Student Association (RSA) organises academic and social events throughout the year. We would highly recommend all students to sign up to their mailing list by sending an email to childrenscampus.rsa@gmail.com.

More information: https://intranet.mcri.edu.au/research-and-science/students/student-association
Research Integrity Online Training (RIOT)
All newly enrolled students are required to complete their Research Integrity Online Training (RIOT) by confirmation. To do so, please go to http://research.unimelb.edu.au/office-for-research-ethics-and-integrity/research-integrity/research-integrity-training.

Checklist for Initial Formal Meeting with your principal supervisor
The Checklist is a tool designed to ensure that your expectations and your supervisor’s expectations are clear from the start. Please ensure that you discuss all the topics on the Checklist during your first formal meeting with your Principal Supervisor, within 4 weeks of your commencement date. Ensure that important decisions are recorded in writing, e.g. restrictions on IP, authorship, etc.

Once completed, please return the signed form to gr-mc@unimelb.edu.au.

MCRI Nucleus: Learning Modules
If you have an MCRI student appointment, please log in to Nucleus and complete any learning modules that are part of your on-boarding process: https://nucleus.mcri.edu.au
## Melbourne Children’s Events/Department of Paediatrics Hurdle Requirements

<table>
<thead>
<tr>
<th>Event</th>
<th>Frequency</th>
<th>Department of Paediatrics Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Induction</td>
<td>Monthly throughout the year</td>
<td>Attend once at start of candidature</td>
</tr>
<tr>
<td>Orientation</td>
<td>Once/twice yearly</td>
<td>Attend once at start of candidature</td>
</tr>
<tr>
<td>RIOT</td>
<td>Online course</td>
<td>Complete once at start of candidature (before confirmation)</td>
</tr>
<tr>
<td>Melbourne Children’s PhD Excellence Program</td>
<td>Two full days each year + additional sessions</td>
<td>Strongly encouraged to attend all sessions. Mandatory attendance for certain topics – refer to Skills Session details</td>
</tr>
<tr>
<td>Annual Graduate Research Student and Supervisor Seminar</td>
<td>Annually</td>
<td>Attend at least once during candidature</td>
</tr>
<tr>
<td>3 Minute Thesis Competition (3MT)</td>
<td>3 to 4 times per year during Grand Rounds</td>
<td>Present once during candidature, after confirmation</td>
</tr>
<tr>
<td>Completion Seminar: Attendance</td>
<td>Weekly to monthly depending on number of students close to submission: As advertised</td>
<td>Full Time students: Attend 10 completion seminars per year. Part Time students: Attend 5 completion seminars per year</td>
</tr>
<tr>
<td>Completion Seminar: Presentation</td>
<td>During Completion Seminar Series on Mondays from 12:30pm to 1:30pm, Ella Latham Auditorium</td>
<td>Present once towards end of candidature (no more than 6 months before submission). Email <a href="mailto:gr-mc@unimelb.edu.au">gr-mc@unimelb.edu.au</a> to receive a list of available dates and make a booking</td>
</tr>
</tbody>
</table>
Guidelines for Graduate Research Student Progress Review

These guidelines describe the progress review process for PhD students enrolled through the Department of Paediatrics. The aim of this process is to monitor the progress of students throughout their candidature and identify problems early.

The Department of Paediatrics has developed these guidelines in accordance with University policy. These guidelines should be read in conjunction with the Graduate Research Hub Guides. These guidelines include and supersede all the University’s requirements as they include additional Department of Paediatrics requirements. Students should therefore follow the below guidelines.

Overview of specific Department of Paediatrics Requirements

<table>
<thead>
<tr>
<th>Checklist for Initial Meeting</th>
<th>To be completed within the first 4 weeks after enrolment during a meeting with the principal supervisor</th>
</tr>
</thead>
</table>
| Advisory Committee Composition | Chair from approved advisory group list  
|                             | Additional senior researcher  
|                             | Advisory Committee composition needs to be endorsed by the MCGRTC. The MCGRTC can request changes to be made to the Advisory Committee composition. |
| Confirmation Seminar | The student needs to book a room on the Melbourne Children’s campus that can accommodate at least 20 people.  
|                             | At least 2 weeks before the confirmation seminar, the seminar details (date, time, venue, abstract) need to be sent to gr-mc@unimelb.edu.au. |
| Completion Seminar | Department of Paediatrics completion seminars are scheduled on Mondays from 12:30pm to 1:30pm at the Ella Latham.  
|                             | The student needs to contact the Graduate Programs Team (gr-mc@unimelb.edu.au) 6 months before the estimated completion seminar date to check availability and book in a timeslot.  
|                             | In exceptional circumstances, it may be possible to arrange a completion seminar on a different day/time in the Ella Latham. This would need to be arranged in consultation with the Graduate Programs Team (gr-mc@unimelb.edu.au). |
| Hurdle Requirements | Induction  
|                             | Orientation  
|                             | Mandatory PhD Excellence Program topics for students started after 1 January 2018  
|                             | Annual Graduate Research Student and Supervisor Seminar  
|                             | 3 Minute Thesis (3MT)  
|                             | Completion Seminar Attendance (FT: 10/year, PT: 5/year) |
Summary of Progress Review Timeline

Progress review meetings are a formal discussion and assessment of your progress. These meetings provide opportunities in a formal setting for the student, supervisors and Advisory Committee members to consider progress of the research, obstacles encountered, current and potential future problems, and improvements that could be made.

PhD Students

![Full Time Timeline](image1)

MPhil / MRes / MMed / MSurg Students

![Full Time Timeline](image2)
<table>
<thead>
<tr>
<th>Due by end</th>
<th>Attendees</th>
<th>Tasks to be done by Student Prior to Meeting</th>
<th>During meeting</th>
<th>Tasks to be done by Student After Meeting</th>
</tr>
</thead>
</table>
| **Initial Review - Checklist** | All: Within 4 weeks of Commencement | Student & Principal Supervisor | Print checklist | • Initial formal meeting to discuss and complete checklist, including:  
  o Facilities available  
  o Supervisory arrangements  
  o IP  
  o Authorship  
  o Etc.  
  (See appendix A) | Return the completed checklist to gr-mc@unimelb.edu.au |
| **Pre-Confirmation Meeting** | Mast. PhD  
FT 3m 6m  
PT 6m 8m | Student & All Supervisors |  
• Send draft literature review to Supervisors at least 1 week before meeting  
• Print Pre-Confirmation Form |  
• Discuss progress to date  
• Discuss composition of Advisory Committee  
• Discuss draft literature review  
• Complete Pre-Confirmation Form | Return the completed Pre-Confirmation Form to gr-mc@unimelb.edu.au |
| **Confirmation Review** | Mast. PhD  
FT 6m 9-12m  
PT 1y 2y | Student & Full Advisory Committee* |  
• Organise time and venue for the seminar and send details to gr-mc@unimelb.edu.au  
2 weeks before meeting  
• Send full literature review and written report to Advisory Committee at least 1 week before the meeting  
• Complete student fields of the Confirmation Form, attach your report and take a print to the meeting |  
• Confirmation Seminar: public presentation by student (20-30 mins)  
• Discuss written report and presentation  
• Discuss skills, support, hurdle requirements, etc.  
• Discuss progress incl. outcome:  
  o Satisfactory Progress: Confirmation  
  o Extension to Probationary Candidature  
  o Unsatisfactory Progress  
• Chair to complete Confirmation Form | |
| **Yearly Progress Reviews** | Mast. PhD  
FT 1y 2y  
PT 6m 1y6m 2y 2y6m | Student & Full Advisory Committee* |  
• Send written report to Advisory Committee at least 1 week before the meeting  
• Complete student fields of Progress Review form, attach your report and take a print to the meeting |  
• Presentation by student (20-30 mins)  
• Discussion of written report and presentation  
• Discussion of skills, support, hurdle requirements, etc.  
• Discussion of progress incl. outcome:  
  o Satisfactory Progress  
  o At Risk  
  o Unsatisfactory Progress  
• Chair to complete Progress Review Form | |
| Completion Review 1 | Student & Full Advisory Committee* | • Send written report to Advisory Committee at least 1 week before the meeting  
• Complete student fields of Progress Review form, attach your report and take a print to the meeting | • Presentation by student (20-30 mins)  
• Discussion of written report and presentation  
• Discussion of skills, support, hurdle requirements, etc.  
• Discussion of progress incl. outcome:  
  o Satisfactory Progress  
  o At Risk  
  o Unsatisfactory Progress  
• Chair to complete Progress Review Form: a first 6 month extension may be requested |
<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Mast.</td>
<td>PhD</td>
<td>FT</td>
<td>PT</td>
</tr>
<tr>
<td>1y6m</td>
<td>3y</td>
<td>1y9m</td>
<td>3y6m</td>
</tr>
</tbody>
</table>
| Completion Review 2 | Student & Full Advisory Committee* | • Send written report to Advisory Committee at least 1 week before the meeting  
• Complete student fields of Progress Review form, attach your report and take a print to the meeting | • Presentation by student (20-30 mins)  
• Discussion of written report and presentation  
• Discussion of skills, support, hurdle requirements, etc.  
• Discussion of progress incl. outcome:  
  o Satisfactory Progress  
  o At Risk  
  o Unsatisfactory Progress  
• Chair to complete Progress Review Form: a further 6 month extension may be requested |
<table>
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</thead>
<tbody>
<tr>
<td>Mast.</td>
<td>PhD</td>
<td>FT</td>
<td>PT</td>
</tr>
<tr>
<td>1y9m</td>
<td>3y6m</td>
<td>2y</td>
<td>4y</td>
</tr>
</tbody>
</table>
| Completion Review 3 | Student & Full Advisory Committee* | • Send written report to Advisory Committee at least 1 week before the meeting  
• Complete student fields of Progress Review form, attach your report and take a print to the meeting | • Presentation by student (20-30 mins)  
• Discussion of written report and presentation  
• Discussion of skills, support, hurdle requirements, etc.  
• Discussion of progress incl. outcome:  
  o Satisfactory Progress  
  o Unsatisfactory Progress  
• Discussion of need and eligibility for lapse in good standing/late submission |
<table>
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</thead>
<tbody>
<tr>
<td>Mast.</td>
<td>PhD</td>
<td>FT</td>
<td>PT</td>
</tr>
<tr>
<td>2y</td>
<td>4y</td>
<td>4y</td>
<td>8y</td>
</tr>
</tbody>
</table>

In addition to the above progress review meetings with the full Advisory Committee, the full supervisory team needs to meet with the student at least every six months to discuss the student’s progress. **A record of these discussions must be kept.** This may take the form of an email from the student to the supervisor summarising the discussion.
Further review meetings are optional, but can be requested at any time by the Student, Supervisors, the Advisory Committee or the Melbourne Children’s Graduate Research Training Committee.

<table>
<thead>
<tr>
<th>Completion Seminar</th>
<th>Due by Full Time (FT) Part Time (PT)</th>
<th>Attendees</th>
<th>Tasks to be done by Student Prior to Meeting</th>
<th>During Meeting</th>
<th>Tasks to be done by Student After Meeting</th>
</tr>
</thead>
</table>
|                     | 3-6 months prior to Submission (no more than 6 months prior to submission) | Student, Full Advisory Committee* and public | • Book Completion Seminar at least 6 months in advance by emailing gr-mc@unimelb.edu.au  
• 2 weeks before seminar: Send Completion Seminar details incl. abstract to gr-mc@unimelb.edu.au  
• Send thesis summary (~2000 words) to Advisory Committee 1 week before meeting  
• In case of a Progress Review at the time of completion seminar: complete student fields of the online form, attach your report and take a print to the meeting | Public presentation by student, followed by a formal discussion with the Full Advisory Committee to provide feedback and recommendations |                                 |
Essential Criteria for Progress Review Meetings

For all progress review meetings it is imperative that meetings should not go ahead if the following criteria have not been met. Meetings that do not comply with these criteria will be deemed invalid.

Confirmation only

1. Prior to scheduling the meeting, ensure that the Advisory Committee has been approved by the Melbourne Children’s Graduate Research Training Committee (via pre-confirmation report at 6-month mark).
2. Book a room that can accommodate 20 to 30 people and send the details to gr-mc@unimelb.edu.au at least 2 weeks in advance so the Confirmation Seminar can be advertised.
3. Ensure that the Advisory Committee receives the written report including Literature Review (with Turnitin originality report) at least 1 week before the meeting. To access Turnitin go to the Thesis Similarity Checking community under ‘My Communities’ on the LMS. There is a link to the LMS under ‘Learning Tools’ on the ‘Home’ tab of the Student Portal (http://portal.unimelb.edu.au).

All Progress Review Meetings (including Confirmation Meeting)

4. Book a room for 90 minutes
5. Ensure that the Advisory Committee receives appropriate information, including written report (specific for each stage of candidature) at least 1 week before the meeting.
6. The student and primary supervisor need to meet prior to the meeting to fill out the relevant sections of the form.
7. All supervisors, Advisory Committee Chair and Advisory Committee Members need to have confirmed their attendance prior to the meeting. A meeting can only commence if all members of the Advisory Committee are in attendance (except where the absence of member(s) has been approved by the Department in advance):
   i. Student
   ii. All Supervisors
   iii. Chair of the Advisory Committee
   iv. Senior researcher, who is independent of student’s research project, with no conflict of interest
   v. (Optional, in attendance) Post doc, senior PhD student, outside advisor or mentor.
Initial Formal Meeting with Supervisor(s)

At the start of the probationary candidature (within the first month), a formal meeting should be held with the primary supervisor (and other supervisors if available) to discuss issues detailed in the checklist provided by the Department of Paediatrics. This checklist is sent to all students and supervisors upon enrolment and can be found at the end of this document in Appendix 1. After completing the checklist, please send a copy to gr-mc@unimelb.edu.au.

Graduate Research Pre-Confirmation Meeting

The pre-confirmation meeting is compulsory for all students. Three to six months after enrolment (six to eight months for part-time students), a formal meeting should be convened between the student and all supervisors. Prior to the meeting the student should send an email to gr-mc@unimelb.edu.au to request an up-to-date list of researchers who may be invited to chair Graduate Research Advisory Committees.

At the pre-confirmation meeting the student’s progress to date will be discussed as well as a range of other issues including:

- Progress in terms of continuation, or the possibility of discontinuation or transfer to an alternative degree.
- Composition of the student’s Advisory Committee (see page 23)
- The student’s completed Draft literature review. This will form the introduction to the student’s thesis and will provide an example of their writing ability.
- Whether supervision arrangements are working satisfactorily.
- The possibility of finding a mentor within the university or affiliated institutions.
- Attendance at the PhD Excellence Program
- Which courses/conferences etc the student might attend.
- The university’s compulsory Research Integrity Online Training (RIOT) to be completed before confirmation: [http://research.unimelb.edu.au/office-for-research-ethics-and-integrity/research-integrity/research-integrity-training](http://research.unimelb.edu.au/office-for-research-ethics-and-integrity/research-integrity/research-integrity-training)
- Potential intellectual property (IP) issues relating to the project.
- Principles of authorship and how these will be addressed in relation to the project.
- Ensuring all the possible ethical implications of the project have been considered.
- Responsibilities for keeping research data and records.
- Any significant changes since starting that may affect the feasibility of the project (for example changes in supervisors’ other roles and commitments affecting their time availability, changes within the research group, changes in availability of critical resources, recently published work that affects the direction of the project, etc).

The meeting should be documented using the University’s pre-confirmation form ([http://gradresearch.unimelb.edu.au/being-a-candidate/reviewing-my-progress](http://gradresearch.unimelb.edu.au/being-a-candidate/reviewing-my-progress)) and the form must be returned to gr-mc@unimelb.edu.au.

If either the supervisor or student have any concerns, and in particular if the supervisor believes there is any possibility that the student may not reach the standard required for Confirmation, these should be discussed between the supervisors and student, and brought to the attention of the Department of Paediatrics.

Although it is the student’s responsibility to set up their Advisory Committee and arrange its meetings, this should be undertaken with the advice and guidance of their principal supervisor and co-supervisors. Guidelines on the composition of the Advisory Committee are on page 23 of this document.
Confirmation Meeting

The purpose of Confirmation is to determine whether the research work done to date indicates a strong likelihood that it will result in a high quality thesis, completed in the required time. It is a forum for student and supervisors to consider the progress of the research, obstacles they have encountered, potential future problems, and improvements that could be made. It is also an opportunity to invite other individuals to give advice on the project.

The Department of Paediatrics views the main aim of the Confirmation Review meeting provide support and advice to the student and to identify any problems early before they become insurmountable. Early recognition of problems is crucial for successful completion.

Before the meeting

At least 1 week prior to the meeting, the student should complete their section of the online Confirmation form and submit a Written Report to the Advisory Committee members. This report will generally be around 3,000 - 5,000 words (10-17 pages of double spaced Arial 11 point text) and should include the following:

- The title of the thesis and name of candidate
- A brief abstract (approximately 100 words) that includes a concise statement of the research question
- A critical summary and analysis of relevant literature
- As appropriate to the discipline of study, an explanation of the conceptual framework to be used and/or a summary of experimental methods and equipment requirements
- A summary of progress to date including preliminary data, resources developed, etc.
- An argument for the relevance and importance of the study
- A proposed schedule and timeline for the phases of the study up to completion, based on the expected thesis submission date as listed on the front page of this form
- A brief bibliography
- A record of results from any required coursework component (if applicable)
- A list of publications (eg. peer reviewed, conference proceedings) produced or any presentations made creative works (if relevant)
- It is strongly recommended that candidates prepare, with their supervisor(s), a Turnitin originality report for a substantial piece of writing (eg. a chapter, a section of a chapter, or the written progress report). To access Turnitin go to the Thesis Similarity Checking community under ‘My Communities’ on the LMS. There is a link to the LMS under ‘Learning Tools’ on the ‘Home’ tab of the Student Portal (http://portal.unimelb.edu.au).

The draft literature review that all students are required to complete in the first 3 to 6 months of their candidature should be circulated to all Advisory Committee members 1 week before the confirmation meeting. Note that together, the written report and draft literature review are sufficient to fulfil the University’s Confirmation requirement: ‘The [written] report should be between 3,000 and 10,000 words long’.

Confirmation Seminar - you must present your research findings to date at a public confirmation seminar. Book a venue that can accommodate at least 20 people and send the details to gr-mc@unimelb.edu.au at least 10 days in advance so the Confirmation Seminar can be advertised on campus. We recommend that you book a meeting room with projector for 90 minutes for your Confirmation meeting. This should allow you sufficient time to present your Seminar and complete your progress review meeting. The appropriate duration for the presentation is flexible, but as a guide, it is typically around 20-30 minutes.

Students who have started after July 2016 are required to complete RIOT (http://research.unimelb.edu.au/office-for-research-ethics-and-integrity/research-integrity/research-integrity-training) before the time of their confirmation. The University will not confirm these students until the training has been completed.
During the confirmation meeting

The meeting will start with your Confirmation Seminar. After the Confirmation Seminar, all attendees except for the student, supervisor, chair and members of the Advisory Committee will be asked to leave the room.

You can expect the Advisory Committee to discuss and review the following topics:

- Literature review – with Turnitin originality report
- Ethics approval
- RIOT certificate
- Feedback on presentation
- Review student’s written report (3,000-10,000 words)
- Review student’s previously-submitted progress report(s)
- Ensure six monthly interim progress review meetings with all supervisors documented
- Progress to date: preliminary data, methods and resources developed etc.
- Timeline and schedule of project
- Problems encountered
- Thesis format; flag need for consideration of thesis with publication
  - All authors needs to agree that the student contributed >50% of the publication content and is the sole primary author.
  - Consider student’s timeline: if the student is unable to wait for acceptance of publication, they can include their findings as a regular thesis chapter based on their original draft.
- Scientific writing skills and their development; courses attended
- Presentation skills: participation in other seminars and symposiums
- Professional development: courses for required skills (N.B. PhD Excellence Program)
- Availability of appropriate resources for project, including statistical support
- Travel, conferences and fieldwork
- Department of Paediatrics hurdle requirements
  - (Confirmation only) induction & orientation
  - Completion seminar attendance (minimum 10 each year; 5 if P/T)
- Discussion as to whether a ‘plan B’ is necessary or has been considered

During the meeting, the student and supervisors will leave in turn so that each has the opportunity to talk with the Advisory Committee in the absence of the other.

At the end of the meeting, the Chair of Advisory Committee will inform the student of the outcome and complete their part of the online Confirmation Form.
Subsequent Progress Review Meetings

Progress Review Meetings take place with the student’s Advisory Committee every calendar year and involve a formal discussion and assessment of student progress.

Before the meeting

The student should arrange two meeting dates, (1) with their supervisors and (2) with the Advisory Committee. At least one week prior to the Advisory Committee meeting, the student should complete their part of the online progress review form and submit a Written Report to all Advisory Committee members. This report should include the following:

- The title of the thesis and name of the candidate
- A brief abstract (approximately 100 words) that includes a concise statement of the research question
- A table of contents or chapter outline of the thesis along with a statement on the progress of writing for each chapter (e.g. commenced/not commenced; per cent complete)
- A timeline or plan for the completion of the thesis, the stage reached in relation to the overall research plan and work to be completed
- Note: Items a) to d) should normally be no more than three pages
- A record of results from any required coursework components (if applicable)
- A list of publications (e.g. peer reviewed, conference proceedings) produced or any presentations made
- A brief summary of supervisory arrangements in place and the procedure used for documenting formal supervision meetings
- A list of training and professional development courses attended and skills attained
- A list of any publications and/or presentations made
- A list of meetings attended
- A summary of involvement in community service events,
- Details of any problems encountered.

We recommend that you book a meeting room with projector for 90 minutes. At the meeting, you should present your progress to date. The appropriate duration for the presentation is flexible, but as a guide, it is typically around 20 minutes to allow sufficient time for discussion that should follow.

During the meeting

The meeting will start with your presentation on your progress to date.

After your presentation, you can expect the Advisory Committee to discuss and review the following topics:

- Feedback on presentation
- Review student’s written report (3,000-10,000 words)
- Review student’s previously-submitted progress report(s)
- Ensure six monthly interim progress review meetings with all supervisors documented
- Progress to date: preliminary data, methods and resources developed etc.
- Timeline and schedule of project
- Problems encountered
- Thesis format; flag need for consideration of thesis with publication
  - All authors needs to agree that the student contributed >50% of the publication content and is the sole primary author.
  - Consider student’s timeline: if the student is unable to wait for acceptance of publication, they can include their findings as a regular thesis chapter based on their original draft.
- Scientific writing skills and their development; courses attended
- Presentation skills: participation in other seminars and symposiums
- Professional development: courses for required skills (N.B. PhD Excellence Program)
- Availability of appropriate resources for project, including statistical support
- Travel, conferences and fieldwork
- Department of Paediatrics hurdle requirements
  - (2nd and 3rd year) Three minute thesis (3MT)
  - Completion seminar attendance (minimum 10 each year; 5 if P/T)
  - Student’s own completion seminar – booked?
- Discussion as to whether a ‘plan B’ is necessary or has been considered
- (2nd and 3rd year) Discussion about career goals and life post PhD.

During the meeting, the student and supervisors will leave in turn so that each has the opportunity to talk with the Advisory Committee in the absence of the other.

At the end of the meeting, the Chair of Advisory Committee will inform the student of the outcome and complete their part of the online progress review form.
Unsatisfactory Progress

If you are not meeting deadlines or making good progress, your supervisors would generally be the first people to discuss these concerns with you. Your progress will be formally assessed during the annual progress review meetings with your full Advisory Committee.

At Risk / Extension to probationary candidature

If you are struggling to keep up, you may be identified as at risk of making unsatisfactory progress during your confirmation/progress review meeting. In that case an at risk intervention process is initiated. If this happens at your confirmation meeting, this will be recorded as an extension to probationary candidature.

If the outcome of your progress review meeting is at risk or extension to probationary candidature, we encourage you to get in touch with the Graduate Programs Team. The Graduate Programs Team can give you advice on the University policies and available support.

The duration of your at risk/extension to probationary candidature will be determined by your Advisory Committee, but can be no more than 3 months (full time equivalent). You will be given a clear set of tasks to complete during this time. At the end of the at risk period/extension to probationary candidature, you will have another progress review meeting with your full Advisory Committee to assess your progress. If you have completed all the tasks satisfactorily, you will be marked as making Satisfactory Progress. If this is not the case, you will be issued a formal warning of unsatisfactory progress.

Note: extension to probationary candidature is also possible if the student is unable to meet the due date for the confirmation meeting. In that case it may not be a remedial measure, but these students should be aware that they will not be able to receive a further extension during their confirmation meeting.

Formal Warning of Unsatisfactory Progress

A formal warning of unsatisfactory progress can be issued after the at risk intervention strategy has failed. During the formal warning period, you must complete a number of set tasks that are designed to get your research up to the standard required.

If at the end of the formal warning period you are still not demonstrating satisfactory progress, your enrolment may be terminated or other changes made to your candidature (eg. transferred from PhD to Masters).


Resources

There are many resources available to help get you back on track:

- Approach a member of the Graduate Programs Team, MCGRTC or Department of Paediatrics
- Health, wellbeing and support services
- Research support
- Writing and communication skills support
- Statistical support
Completion Seminar

This seminar is compulsory for all students to fulfil university requirements and should take place no more than 6 months prior to thesis submission. Our recommendation is to present it around 3 months prior to submission.

Department of Paediatrics Completion Seminars are scheduled on Mondays between 12:30pm and 1:30pm at Ella Latham Auditorium. The timeslots tend to book out months in advance, so we recommend that the student contacts the Graduate Programs Team (gr-mc@unimelb.edu.au) at least 6 months before the estimated completion seminar date to check availability and book in a timeslot.

The total duration of the Completion Seminar should be around 1 hour. The student should allow time for questions and discussion within the allocated timeslot.

At least 2 weeks prior to the seminar, an abstract should be sent to gr-mc@unimelb.edu.au so the event can be advertised.

The student must submit a brief thesis summary of their PhD research (approximately 2,000 words) to the Committee at least 1 week prior to the seminar, outlining the aims and scope of the thesis, and the main results.

The student's Advisory Committee must attend the seminar to give constructive feedback to the student which will enable them to refine their thesis, if necessary, before submission. Following the seminar, the Committee chair should submit a short report which notes any strengths and weaknesses of the work as presented.

The Advisory Committee may be extended to include additional individuals who are broadly knowledgeable in the field of study, who may be able to identify how the student may enhance particular aspects of their thesis.
Advisory Committee Composition

To ensure gender equity, there should be at least one member on the Advisory Committee of the same gender as the student. The Committee should include at least the following members and remain in place from enrolment to submission of the thesis, excluding periods the candidate is on leave of absence or lapsed:

- **Supervisors**: the student’s principal supervisor, all co-supervisor(s) and external supervisors

- **Chair of the Advisory Committee**: The Chair needs to be on the approved Department of Paediatrics Advisory Group list. This list comprises senior members of staff from the Department of Paediatrics who have been approved to represent the MCGRT Committee on students’ Advisory Committees. A current list of the Advisory Group can be requested from gr-mc@unimelb.edu.au. The Chair should be independent from the student’s project and supervisors.

- **Advisory Committee Member**: another senior researcher (postdoc and above) who is independent from the student’s project and supervisors.

- Other members can include academic staff, honorary appointees or external members, but a graduate research student may not be a member of the Advisory Committee of another candidate.

The MCGRT Committee will review the Advisory Committee composition of all Department of Paediatrics’ students upon receipt of the pre-confirmation form. The MCGRTC may request changes or additions to the Advisory Committee at any time during candidature. The composition of all Advisory Committees need to be endorsed by the MCGRTC prior to the confirmation meeting.

While it is expected that the student’s Advisory Committee will stay the same throughout their candidature, in exceptional circumstances, the composition may be changed but must fulfil the requirements set out in the guidelines. In this case, the details of the changes need to be sent to gr-mc@unimelb.edu.au for endorsement by the MCGRTC.
Variations to Candidature

The “Making Changes” page on the Graduate Research Hub lists a range of changes you can make to your candidature. On this page you can find up-to-date information on the requirements and policies regarding making changes. The majority of changes can be requested by completing a variation to candidature request on your Student Portal. If this is the case, the section on the Graduate Research Hub will have a direct link to your Student Portal.


**Important Information: Leave of Absence**

If you have applied for leave, make sure that you also submit a return from leave request upon your return.

**Important Information: Add or drop coursework subjects**
Graduate research students can apply for coursework as part of their graduate research enrolment (PhD candidates: max 100 points; MPhil candidates: max 50 points). If the supervisor confirms that the subject is part of the graduate research enrolment and the subject coordinator approves your enrolment, there might not be additional fees. See [http://gradresearch.unimelb.edu.au/being-a-candidate/making-changes/coursework](http://gradresearch.unimelb.edu.au/being-a-candidate/making-changes/coursework)
Important Information: Study Away

A Study Away application is required for:

- All overseas travel related to your graduate research
- Travel in Australia for more than 1 month related to your graduate research
- Any travel related to your graduate research for which you are receiving travel funding

This includes attending/presenting at conferences, field work, visiting a collaborator, visiting an archive,…

In considering the Study Away request, approval may be denied:

- In case of travel to high risk destinations
- If no supervision plan is in place for students on Study Away for more than 3 months

You must receive approval for your Study Away prior to your travel.

For more information, please go to http://gradresearch.unimelb.edu.au/being-a-candidate/travel-conferences-fieldwork
Important Information: Applying for extension/lapse in good standing/late submission

Applications for an extension, lapse in good standing or late submission can only be made through a Progress Review form during a progress review meeting with the full Advisory Committee.

An extension can be requested at the following stages of candidature:

<table>
<thead>
<tr>
<th></th>
<th>PhD</th>
<th>MPhil</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Full Time</td>
<td>Part Time</td>
</tr>
<tr>
<td>3 years</td>
<td>6 years</td>
<td>18 months</td>
</tr>
<tr>
<td>3.5 years</td>
<td>7 years</td>
<td>21 months</td>
</tr>
</tbody>
</table>

A lapse in good standing or late submission (if the student fulfils the requirements) can be requested at the following stage of candidature:

<table>
<thead>
<tr>
<th></th>
<th>PhD</th>
<th>MPhil</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Full Time</td>
<td>Part Time</td>
</tr>
<tr>
<td>4 years</td>
<td>8 years</td>
<td>2 years</td>
</tr>
</tbody>
</table>

Please see the below table with more information regarding the difference between lapse in good standing and late submission:

<table>
<thead>
<tr>
<th></th>
<th>Lapse in good standing</th>
<th>Late submission</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cohort</strong></td>
<td>Students confirmed before 31/12/2017</td>
<td>Students confirmed after 1/01/2018</td>
</tr>
<tr>
<td><strong>Conditions</strong></td>
<td>Completion is likely:</td>
<td>Completion is likely:</td>
</tr>
<tr>
<td></td>
<td>- Sufficient understanding of topic</td>
<td>- Sufficient understanding of topic</td>
</tr>
<tr>
<td></td>
<td>- Credible plan for completion</td>
<td>- Credible plan for completion</td>
</tr>
<tr>
<td></td>
<td>Delay due to:</td>
<td>Delay due to:</td>
</tr>
<tr>
<td></td>
<td>- Compelling research related reasons beyond candidate’s control</td>
<td>- Compelling personal or medical conditions during candidature</td>
</tr>
<tr>
<td><strong>Maximum course duration</strong></td>
<td>PhD: 4 years FTE (enrolment) + 2 calendar years (lapse in good standing)</td>
<td>PhD: 4 years FTE (enrolment) + 2 calendar years (late submission)</td>
</tr>
<tr>
<td><strong>Approval</strong></td>
<td>By the dean upon recommendation of Advisory Committee</td>
<td>By the dean upon recommendation by Advisory Committee AND Late Submission Panel</td>
</tr>
</tbody>
</table>

Please refer to the Graduate Research Training Policy for more information: [https://policy.unimelb.edu.au/MPF1321](https://policy.unimelb.edu.au/MPF1321)
# Thesis Completion and Examination

## Important links regarding thesis preparation and examination

<table>
<thead>
<tr>
<th>Topic</th>
<th>Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Paediatrics theses on Minerva</td>
<td><a href="https://minerva-access.unimelb.edu.au/handle/11343/200">https://minerva-access.unimelb.edu.au/handle/11343/200</a></td>
</tr>
</tbody>
</table>

For examination related questions, please contact the graduate research examinations office: gr-exams@unimelb.edu.au
Travel Support

Department of Paediatrics Travel Support

There are a number of travel scholarships available to assist research students during their studies. An email will be sent to all students of the Department once applications open (generally around April).

MCRI Student Conference Support Scheme

The Murdoch Childrens Research Institute Student Conference Support Scheme is available to MCRI PhD (and HDR) students who seek funding to present an oral or poster presentation at a local or international conference relevant to their research.

This Scheme is open to MCRI PhD students (or equivalent HDR students) who fulfil all the eligibility criteria.

More information: https://intranet.mcri.edu.au/research-and-science/students/student-conference-support
## Health, Wellbeing and Support Services

| University of Melbourne | Individual Counselling | Book Standard Appointment (50mins): Call 8344 6927  
Drop-In Sessions (30mins): 2pm & 2:30pm (registration opens at 1:30pm)  
Address: Level 2, 138 Cardigan Street, Carlton 3054  
More information: [http://services.unimelb.edu.au/counsel/individual](http://services.unimelb.edu.au/counsel/individual)  
**Urgent help:** Call 000 or Lifeline on 13 11 14 |
|---|---|---|
| Melbourne Medical School Student Health and Wellbeing Service | Individual Counselling | Book an appointment: [https://the-university-of-melbourne.cliniko.com/bookings](https://the-university-of-melbourne.cliniko.com/bookings)  
More information: [http://medicine.unimelb.edu.au/study/current-student-resources/mms-students-resources/support](http://medicine.unimelb.edu.au/study/current-student-resources/mms-students-resources/support) |
| International Student Support | Advice and Information for international students | More information: [http://services.unimelb.edu.au/international/life-and-study/international_student_welfare](http://services.unimelb.edu.au/international/life-and-study/international_student_welfare) |
| CAPS Workshops | Workshops for students | Workshops on topics like “Resilience and wellbeing”, “Overcoming Procrastination”, “Assertive Communication”, …  
More information: [http://services.unimelb.edu.au/counsel/community/students/workshops](http://services.unimelb.edu.au/counsel/community/students/workshops) |
| | Advocacy and Advice | [https://umsu.unimelb.edu.au/support/advocacy/contact/](https://umsu.unimelb.edu.au/support/advocacy/contact/)  
| University of Melbourne Health | Medical Service | [http://services.unimelb.edu.au/health](http://services.unimelb.edu.au/health) |
### Royal Children’s Hospital

<table>
<thead>
<tr>
<th>Program</th>
<th>Services</th>
<th>More Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>RCH Employee Assistance Program</td>
<td>Individual Counselling</td>
<td><a href="https://www.rch.org.au/ohs/Staff_Health_and_Wellbeing/">https://www.rch.org.au/ohs/Staff_Health_and_Wellbeing/</a></td>
</tr>
<tr>
<td>RCH Peer Support Program</td>
<td>Peer Support</td>
<td>(03) 9345 5522</td>
</tr>
<tr>
<td>Mindfulness, Wellness and Meditation sessions</td>
<td>Sessions open to Graduate Research Students</td>
<td><a href="https://www.rch.org.au/ohs/Staff_Health_and_Wellbeing/">https://www.rch.org.au/ohs/Staff_Health_and_Wellbeing/</a></td>
</tr>
</tbody>
</table>

### MCRI

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<thead>
<tr>
<th>Program</th>
<th>Services</th>
<th>More Information</th>
</tr>
</thead>
</table>

### RSA Social Events

Getting to know other students is not as straightforward for Graduate Research students as it is for coursework students. The Melbourne Children’s Research Student Association organises frequent events for Graduate Research students on campus. This is a great way to network, get to know other students and to be able to discuss your graduate research worries with people who truly understand.

Join the RSA newsletter mailing list: childrenscampus.rsa@gmail.com
Appropriate Workplace Behaviour

Everyone has a right to feel safe at work. We are committed to providing a safe, respectful and rewarding work environment for all our students. From time to time students may have disputes or disagreements with their supervisors, but all students should expect that the workplace is free from all forms of discrimination, vilification or victimisation. Behaviours by supervisors, colleagues, University staff members or students that are inconsistent with this objective are not tolerated.

This resource will provide you with information on how you can report and attempt to resolve inappropriate behaviour through the different organisations on the Melbourne Children’s Campus: The University of Melbourne, Royal Children’s Hospital Melbourne and MCRI. This document also includes details of available support services.

If you feel in immediate danger while at the Melbourne Children’s Campus, call the RCH emergency contact number: 777

Reporting and Resolution

The University of Melbourne has a duty of care for their students. If you experience any inappropriate workplace behaviour throughout your candidature, the below avenues would be the preferred pathway for reporting and resolution.

University of Melbourne

Informal attempts at resolution
If at any stage of your candidature you experience problems with your supervisors, colleagues or University staff members, you can expect support and guidance from the Department of Paediatrics.

If problems arise, we encourage you to talk, as appropriate, to:

Step 1. Your supervisor
Step 2. Your Advisory Committee members
Step 3. The Graduate Programs Team, Graduate Research Coordinator or a member of the Melbourne Children’s Graduate Research Training Committee (see Contact list)
Step 4. The Department Manager or Head of Department of Paediatrics (see Contact list)

If you can’t reach a satisfactory solution within the Department of Paediatrics, you can seek alternative advice from the University of Melbourne Student Union:

- Advocacy: free confidential and independent advocacy service for students
  Contact Form: https://umsu.unimelb.edu.au/support/advocacy/contact/
- Legal Advice Line: 0468 720 668 (Monday to Thursday, from 1pm to 4:30pm)
  https://umsu.unimelb.edu.au/support/legal/contact/
**Formal complaint/grievance**

If your problem cannot be resolved informally, you can submit a formal complaint or grievance. Note that the formal process requires you to outline a history of the issue and your previous attempts to resolve it.

You can submit a formal complaint or grievance in writing through:

http://provost.unimelb.edu.au/feedback

**Appeal to the Academic Board**

If you are unhappy with the decision regarding a formal grievance, the final recourse within the University is an Appeal to the Academic Board.

For more information on submitting an appeal, go to

http://www.unimelb.edu.au/governance/structure/committees/academic-board/appeals/grievance-appeals

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**Royal Children’s Hospital**

The Royal Children’s Hospital’s Safe Workplace Behaviours Procedure can be found at


The Safe Workplace Behaviours Procedure includes definitions of discrimination, harassment, sexual harassment, bullying, occupational violence, victimisation and vilification. The procedure also describes how such behaviour can be reported and resolved within the organisation.

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**Murdoch Children’s Research Institute**

The MCRI Anti-Discrimination, Harassment and Bullying Policy can be found at

https://intranet.mcri.edu.au/sites/policies/Pages/Anti-Discrimination,-Harassment---Bullying-Policy.aspx

The Anti-Discrimination, Harassment and Bullying Policy includes responsibilities of management, definitions of inappropriate behaviour and the Institute’s Complaints Resolution Procedure.
Resources

University of Melbourne

- Graduate Research Hub: Resolving Problems
  http://gradresearch.unimelb.edu.au/being-a-candidate/resolving-problems

- University of Melbourne Student Union
  https://umsu.unimelb.edu.au/support/advocacy/supervision/

- Student Complaint and Grievances Policy
  https://policy.unimelb.edu.au/MPF1066

- Appropriate Workplace Behaviour Policy
  https://policy.unimelb.edu.au/MPF1328

Royal Children’s Hospital

- The Royal Children’s Hospital’s Safe Workplace Behaviours Procedure

Murdoch Children’s Research Institute

- MCRI Anti-Discrimination, Harassment and Bullying Policy
  https://intranet.mcri.edu.au/sites/policies/Pages/Anti-Discrimination,-Harassment---Bullying-Policy.aspx
Skills and Professional Development

Melbourne Children’s PhD Excellence Program

The Melbourne Children’s PhD Excellence Program was introduced in 2018 to:
- Enhance the research training experience for students on our campus
- Assist with timely completions
- Improve our students’ destination outcomes

In an increasingly competitive market, we want to ensure that our students finish their training with a broad range of research skills. The workshops below will be offered every 2 to 3 years to make it possible for students to attend each workshop at least once during their candidature.

All currently enrolled students are strongly encouraged to attend the workshops. For students enrolled after 1 January 2018, some of the workshops are mandatory (please refer to the below lists). Students will need to report on their workshop participation during the yearly progress review meetings.
**Mandatory topics** for PhD students enrolled after 1 January 2018 – these topics will be covered by formal and informal sessions

<table>
<thead>
<tr>
<th>Topics</th>
<th>Expected Time Commitment</th>
<th>Clinical</th>
<th>Public Health</th>
<th>Lab</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Skills and Workshops</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Orientation</td>
<td>6 hours</td>
<td>x*</td>
<td>x*</td>
<td>x*</td>
<td>x*</td>
</tr>
<tr>
<td>Getting started in research</td>
<td>6 hours</td>
<td>x*</td>
<td>x*</td>
<td>x*</td>
<td>x*</td>
</tr>
<tr>
<td>Critical thinking and analysis</td>
<td>2 hours</td>
<td>x*</td>
<td>x*</td>
<td>x*</td>
<td>x*</td>
</tr>
<tr>
<td>Introduction to biostatistics</td>
<td>Up to 15 hours</td>
<td>x*</td>
<td>x*</td>
<td>x*</td>
<td>x*</td>
</tr>
<tr>
<td>Writing a scientific paper for publication</td>
<td>2 hours</td>
<td>x*</td>
<td>x*</td>
<td>x*</td>
<td>x*</td>
</tr>
<tr>
<td>Where to publish</td>
<td>2 hours</td>
<td>x*</td>
<td>x*</td>
<td>x*</td>
<td>x*</td>
</tr>
<tr>
<td>Communication skills:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Poster presentations</td>
<td></td>
<td></td>
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<tr>
<td>- Making the most of conferences</td>
<td></td>
<td></td>
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<tr>
<td>- Effective presentations</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>- Social media</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Knowledge translation workshop</td>
<td>1 hour</td>
<td>x*</td>
<td>x*</td>
<td>x*</td>
<td>x*</td>
</tr>
<tr>
<td>Getting the most out of your supervisor</td>
<td>1 hour</td>
<td>x*</td>
<td>x*</td>
<td>x*</td>
<td>x*</td>
</tr>
<tr>
<td>Careers post PhD</td>
<td>2 hours</td>
<td>x*</td>
<td>x*</td>
<td>x*</td>
<td>x*</td>
</tr>
<tr>
<td>Being prepared for research academia</td>
<td>1 hour</td>
<td>x*</td>
<td>x*</td>
<td>x*</td>
<td>x*</td>
</tr>
<tr>
<td>Clinical Research and Development Office core workshops:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Guidelines and legislation in research</td>
<td></td>
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<td></td>
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<tr>
<td>- Ethics process: informed consent</td>
<td></td>
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<tr>
<td>- GCP</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>- How to successfully run your research project</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Obtaining, using and storing biosamples from children</td>
<td>1 hour</td>
<td>x*</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Coursework</strong></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Introduction to Human Genetics &amp; Genomics</td>
<td>3 hours</td>
<td>x*</td>
<td>x*</td>
<td>x*</td>
<td>x*</td>
</tr>
<tr>
<td><strong>Seminars</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Completion Seminars (Full-Time: 10/year, Part-Time: 5/year)</td>
<td>10 hours/year</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td><strong>Meetings</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Initial Formal Meeting (principal supervisor)</td>
<td>1 hour</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Pre-Confirmation Meeting (all supervisors)</td>
<td>1 hour</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Confirmation Meeting (Advisory Committee)</td>
<td>1 hour</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td>Progress Review Meetings (Advisory Committee)</td>
<td>1 hour/year</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
<tr>
<td><strong>Online Training</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Research Integrity Online Training (RIOT)</td>
<td>3 hours</td>
<td>x¹</td>
<td>x¹</td>
<td>x¹</td>
<td>x¹</td>
</tr>
</tbody>
</table>

* Mandatory for PhD students enrolled after 1 January 2018
¹ Mandatory for Graduate Research students enrolled after 1 July 2016
Optional topics (attendance strongly encouraged, as appropriate)

<table>
<thead>
<tr>
<th>Topics</th>
<th>Expected Time Commitment</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Skills and Workshops</strong></td>
<td></td>
</tr>
<tr>
<td>Advanced data workshops</td>
<td>Up to 5 days</td>
</tr>
<tr>
<td>Introduction to qualitative and mixed methods research</td>
<td>2 x 3 hour workshop and/or online</td>
</tr>
<tr>
<td>Bioinformatics resources</td>
<td>2.5 days</td>
</tr>
<tr>
<td>Commercialisation and intellectual property</td>
<td>1 hour</td>
</tr>
<tr>
<td>Job application &amp; CV writing</td>
<td>Up to 3 hours</td>
</tr>
<tr>
<td>Ethical issues</td>
<td>1 hour</td>
</tr>
<tr>
<td>Paper writing boot camp</td>
<td></td>
</tr>
<tr>
<td>Shut up and write</td>
<td></td>
</tr>
<tr>
<td>Thesis boot camp</td>
<td>Up to 6 hours</td>
</tr>
<tr>
<td><strong>Coursework</strong></td>
<td></td>
</tr>
<tr>
<td>Child public health</td>
<td>5 Days</td>
</tr>
<tr>
<td>Adolescent health: a global perspective</td>
<td>20 hours online</td>
</tr>
<tr>
<td>Adolescent global health</td>
<td>85 hours MOOC</td>
</tr>
<tr>
<td>Human genetics and genomics in healthcare</td>
<td>3 hours</td>
</tr>
<tr>
<td>Introduction to qualitative and mixed methods research</td>
<td>2 x 3 hour workshop and/or online</td>
</tr>
<tr>
<td>Bioinformatics resources</td>
<td>2.5 days</td>
</tr>
<tr>
<td>Research with children and teenagers short course: Conducting school and community-based research with children and adolescents (course fees apply)</td>
<td></td>
</tr>
<tr>
<td><strong>Seminars</strong></td>
<td></td>
</tr>
<tr>
<td>Grand Rounds</td>
<td>1 hour/week</td>
</tr>
<tr>
<td>3MT</td>
<td>1 hour/quarter</td>
</tr>
<tr>
<td>Danks Seminar</td>
<td>1 hour/week</td>
</tr>
<tr>
<td>Clinical and Public Health Seminars</td>
<td>1 hour/week</td>
</tr>
<tr>
<td>Genomics Seminars</td>
<td>1 hour/week</td>
</tr>
<tr>
<td><strong>Internship</strong></td>
<td></td>
</tr>
<tr>
<td>Internships with industry</td>
<td>1-5 months on submission of thesis</td>
</tr>
<tr>
<td><strong>RSA Events</strong></td>
<td></td>
</tr>
<tr>
<td>Student Retreat</td>
<td>1 weekend/year</td>
</tr>
<tr>
<td>Coffee/Cake Days</td>
<td>1 hour/month</td>
</tr>
<tr>
<td>Thesis Bootcamp</td>
<td>1 day/year</td>
</tr>
<tr>
<td>Student Symposium</td>
<td>1 day/year</td>
</tr>
<tr>
<td>Inter Institute Events</td>
<td>3 events/year</td>
</tr>
</tbody>
</table>
Practical Advice for Graduate Research Candidature

Grad Space
The Grad Space contains an online course to support you in your first year of candidature: Postgraduate Essentials - Strategies for a Successful Start to your PhD (PGE1).

The online Postgraduate Essentials course has 6 chapters:
- Starting your PhD
- Getting organised
- Working with your supervisor
- Searching the literature
- Writing a literature review
- Preparing for Confirmation


Graduate Research Professional Development Seminars
Melbourne CSHE offers a seminar series with practical advice on six key topics of relevance to graduate researchers:
- Working with Supervisors
- Project Management and the RHD Thesis
- Approaching Submission
- Approaching Confirmation
- Disseminating your Research in Academic Contexts
- Life Beyond your Thesis: Careers Post RHD

Research Support

**Researcher@Library**
The University Library offers high quality resources and services that support graduate students through the complete research lifecycle to maximise research outcomes. Students can consult with discipline specific librarians. Research@Library provides guides and training on the following topics:

- Ideas & opportunities
- Getting the Grant
- Managing Information
- Publishing and sharing
- Measuring impact
- Preserving and archiving


**Research Tools**
Research Bazaar (ResBaz) provides free peer-to-peer training on a number of evolving research tools, skills and apps to enhance digital literacy. Research Bazaar also organises community events and an annual conference.


**Clinical Research Development Office (CRDO)**
The education and training provided by CRDO encompasses many aspects of the regulatory framework under which research must be conducted. CRDO also provides specific training on the day-to-day running of research projects. Clinical and public health researchers are strongly encouraged to attend the CRDO workshops.

Writing and Communication skills

Individual Appointments with Academic Skills
Graduate Research students can book 4 appointments per semester (25 minutes each) with an Academic Skills advisor. You will need to take a double space, printed copy of your writing. The advisor will discuss your weaknesses and refer you to relevant resources to improve your writing skills.
More information: http://services.unimelb.edu.au/academicskills/home/appointments

Melbourne Engagement Lab
The Melbourne Engagement Lab runs programs to assist academic staff and graduate researchers of the University of Melbourne with engaging a broad non-specialist audience, whether via the written word or through other forms of communication.

Shut up and Write
A weekly social writing group organised by GSA on the University main campus. A 75 minute session including 2 writing sprints to get words out onto the page.

Thesis Bootcamp
GSA
For students in the write-up phase of their thesis. Thesis Bootcamp is a three-day weekend of intensive writing with other graduate research students.

RSA
The RSA organises a yearly full day Thesis Bootcamp. Contact RSA for more details: childrenscampus.rsa@gmail.com

3MT
Deliver a compelling oration on your thesis topic and its significance in just 3 minutes or less. Competing in a 3MT is a hurdle requirement for Department of Paediatrics Graduate Research students. The Department runs 3MT sessions organised by the RSA 3 to 4 times a year during Grand Rounds. The dates and times of the sessions will be advertised well in advance via email. Contact gr-mc@unimelb.edu.au or childrenscampus.rsa@gmail.com to sign up.

The University of Melbourne also organises a 3MT competition with prizes to win. Note that this is a separate competition from the one organised on the Melbourne Children’s Campus, so if you want to go in it to win it, sign up for the University of Melbourne 3MT competition as well. More information: http://melbourne-cshe.unimelb.edu.au/events/key-topics/3mt

Other Resources
Academic Skills: http://services.unimelb.edu.au/academicskills/all_resources
AIRport: https://airport.unimelb.edu.au/
Upcoming Workshops: http://gradresearch.unimelb.edu.au/developing-my-skills/development-and-training/communication-and-writing
Statistical Support

**Melbourne Statistical Consulting Platform**
The Melbourne Statistical Consulting Platform provides high-quality advice on statistical methods to graduate research students and staff at the University of Melbourne. Eligible Graduate Researchers can access up to 10 hours of free statistical advice across their candidature. Additional support is available at a subsidised rate of $50 per hour.

**Clinical Epidemiology and Biostatistics Unit (CEBU)**
The Clinical Epidemiology and Biostatistics Unit (CEBU) specialises in biostatistics, epidemiological methods and data management. CEBU provides research advice, data management advice and short courses and training in data management and quantitative research methods.

Coursework

Graduate research students can apply for coursework as part of their graduate research enrolment (PhD candidates: max 100 points; MPhil candidates: max 50 points). If the supervisor confirms that the subject is part of the graduate research enrolment and the subject coordinator approves your enrolment, there might not be additional fees.

Australian Postgraduate Research (APR) Intern

APR.Intern is a non-for-profit program connecting PhD students and their academic mentors with industry partners through 3-5 month, tightly focused research projects.

Benefits for students:
- Translate research for impact: turn theory into practice on an industry problem
- Fast track your career: build networks and enhance CV
- Increase employability: develop soft skills to complement research expertise
- Receive a monthly stipend: earning potential of $9k-15k over 3-5 months

The internship is completed while the student is under examination (at thesis submission and before completion). PhD students who submit their thesis within 4 years FTE are eligible to apply and have their supervisor’s approval.

For more information and to apply, go to [http://aprintern.org.au](http://aprintern.org.au). To organise an internship contact APR.Intern at least 6 months prior to estimated thesis submission.

Upcoming Events

For an overview of upcoming events at the University of Melbourne, go to [http://gradresearch.unimelb.edu.au/developing-my-skills/development-and-training](http://gradresearch.unimelb.edu.au/developing-my-skills/development-and-training)
## Appendix 1

### Checklist for Initial Formal Meeting

**Student Name:** ____________________________  **Student ID:** __________

Have you and your student discussed expectations and reached agreement about the following:

<table>
<thead>
<tr>
<th>Guidelines and Information</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Paediatrics Student Handbook</td>
<td>☐</td>
</tr>
<tr>
<td>Occupational Health &amp; Safety issues</td>
<td>☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Induction and Orientation</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Melbourne Children’s small group induction</td>
<td>☐</td>
</tr>
<tr>
<td>Melbourne Children’s orientation</td>
<td>☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expectations – Principal supervisor and graduate researcher</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisory meetings: scheduling/duration/frequency/documentation</td>
<td>☐</td>
</tr>
<tr>
<td>Time commitments expected of student and supervisor, including annual leave</td>
<td>☐</td>
</tr>
<tr>
<td>Relations with co-supervisors at same site/off-site</td>
<td>☐</td>
</tr>
<tr>
<td>Thesis outline/Research plan</td>
<td>☐</td>
</tr>
<tr>
<td>Monitoring progress - Expectations of supervisors - How progress will be measured - Timing of feedback</td>
<td>☐</td>
</tr>
<tr>
<td>Timelines: Confirmation, progress reports, completion</td>
<td>☐</td>
</tr>
<tr>
<td>Coursework options (where relevant)</td>
<td>☐</td>
</tr>
<tr>
<td>Advisory Committee composition</td>
<td>☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Research Ethics and Integrity</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>RIOT training to be completed by confirmation <a href="http://research.unimelb.edu.au/office-for-research-ethics-and-integrity/research-integrity/research-integrity-training">http://research.unimelb.edu.au/office-for-research-ethics-and-integrity/research-integrity/research-integrity-training</a></td>
<td>☐</td>
</tr>
<tr>
<td>Ethical issues - Human/Animal ethics clearances - Specific training required (where relevant)</td>
<td>☐</td>
</tr>
<tr>
<td>Storage of research data</td>
<td>☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Authorship and IP</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intellectual property issues</td>
<td>☐</td>
</tr>
<tr>
<td>Restrictions on IP in the research project</td>
<td>☐</td>
</tr>
<tr>
<td>Authorship on manuscripts</td>
<td>☐</td>
</tr>
</tbody>
</table>
### Facilities and resources

<table>
<thead>
<tr>
<th>Financial resources, e.g. for project consumables, conferences, study abroad, scholarships, field trips</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Facilities available:</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Desk space *</td>
</tr>
<tr>
<td>- Computer Facilities</td>
</tr>
<tr>
<td>- Any specialised equipment</td>
</tr>
</tbody>
</table>

### Professional development and research training

- University of Melbourne Research training and professional development
  [https://gradresearch.unimelb.edu.au/#skills-development](https://gradresearch.unimelb.edu.au/#skills-development)
- Career planning

### Department of Paediatrics hurdle requirements

- 3 Minute Thetis competition (3MT)
- Melbourne Children’s PhD Excellence Program
- Completion seminar

### Melbourne Children’s Campus

<table>
<thead>
<tr>
<th>Involvement with Melbourne Children’s Campus activities e.g. student groups, seminars, committees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expectations regarding attendance at seminars and presentations within host Institute / hospital: e.g. RCH / MCRI seminars, lab meetings etc.</td>
</tr>
<tr>
<td>How this organisation / campus works: e.g. Department of Paediatrics (University of Melbourne), MCRI, RCH</td>
</tr>
<tr>
<td>Melbourne Children’s Campus Research Student Association (RSA)</td>
</tr>
</tbody>
</table>

### *Space Requirements*

The issue of adequate provision of desk space for Graduate Research students has frequently been raised at the MCGRTC. The Committee recognises that desk space should be available for all postgraduate students. This space can be either individually allocated or shared space. In the case of students undertaking laboratory projects, desk space should ideally be relatively near to the laboratory area. Supervisors are reminded that part of the obligation in accepting postgraduate students is the commitment to provide suitable desk space.

Where will the student be physically located? eg University department, RCH department, MCRI lab/theme:

________________________

We certify that we have discussed together the points in the checklist:

________________________  __________________________  _____________________
Name of student  Student’s signature  Date

For principal supervisor: I also certify that I have read the UoM Supervisor registration information ([https://policy.unimelb.edu.au/MPF1322](https://policy.unimelb.edu.au/MPF1322)) and the Student Handbook

________________________  __________________________  _____________________
Name of principal supervisor  Principal supervisor’s signature  Date