



# **Department of Paediatrics**

## **Graduate Research Student Handbook**

Version 4 (updated Jan 2023)

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# 1. 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 Committee (MCGRC).

## Melbourne Children's Campus links

### University of Melbourne

- **LMS Community - Department of Paediatrics Graduate Research**  
<https://lms.unimelb.edu.au/>
- **Department of Paediatrics Graduate Research website**  
<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>

### MCRI

- **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>

### RCH

- **The Royal Children's Hospital Melbourne (RCH)**  
<https://www.rch.org.au>

## 2. Student Support Contacts

### 2.1. Melbourne Children's Graduate Programs Team

Please contact us if you have any questions regarding Graduate Research on Campus. For any University of Melbourne related questions, please contact Carmen and Helen at the Department of Paediatrics. For any MCRI related questions, please contact Xavier.

We also offer confidential student support to graduate researchers 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

#### Department of Paediatrics, University of Melbourne

**Carmen Van Tiggel**

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Regular office days: Thursday

**Helen D'Cruz**

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Email: [GR-MC@unimelb.edu.au](mailto:GR-MC@unimelb.edu.au)

Work days: Full-time

Office: 2<sup>nd</sup> Floor West (access via White Lifts), RCH  
Regular office days: Wednesday, Thursday & Friday

#### MCRI

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Email: [students@mcri.edu.au](mailto:students@mcri.edu.au)

Work days: Part-time

## 2.2. Melbourne Children's Graduate Research Committee (MCGRC)

<b>Prof Nigel Curtis</b>	<b>MCGRC Chair</b> Department of Paediatrics Graduate Research Coordinator	9345 6366	<a href="mailto:rncurtis@unimelb.edu.au">rncurtis@unimelb.edu.au</a>
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The MCGRC reports to the Head of the Department of Paediatrics:

**Prof Sarath Ranganathan**

Ph: 9345 6474; Email: [sarathr@unimelb.edu.au](mailto:sarathr@unimelb.edu.au)

### 3. New Students: the first month of candidature

#### Checklist, Commencement form and [Advisory Committee Composition](#)

The Checklist is a tool to help you and your supervisor discuss expectations. There are two checklists you need to complete: the Department of Paediatrics Checklist and the University Commencement form. Both checklists complement each other. We suggest completing them at the same time, within the first 4 weeks of candidature.

- **Department of Paediatrics Checklist for initial formal meeting:**
  - The Checklist will be attached to your Department of Paediatrics welcome email. You can also download it from the [LMS Community](#).
  - Discuss your [Advisory Committee composition](#) with your supervisor. Once the Advisory Committee Chair and members have confirmed their availability, add their names to the Checklist.
  - Discuss the topics on the checklist with your supervisor and make sure that important decisions are recorded in writing.
  - Send the completed Checklist to [gr-mc@unimelb.edu.au](mailto:gr-mc@unimelb.edu.au) within 4 weeks from the start of your enrolment.
- **University Commencement form:**
  - The link to the online form is sent to your unimelb mailbox after enrolment.
  - Download the supervisor agreement, you can find the link in the online form. Both you and your supervisor need to read through and sign the agreement. Upload the signed agreement to the online Commencement form.
  - Complete the online checklist and submit the form within the first 6 months of your enrolment.

#### 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 email addresses due to affiliations with the various 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.

#### Department of Paediatrics Graduate Research Community on LMS

The Department of Paediatrics Graduate Research LMS Community is a closed community for graduate research students enrolled through the Department of Paediatrics. On the LMS Community you can find seminar recordings, the most up-to-date Department of Paediatrics resources as well as professional development information.

Upon enrolment, all Department of Paediatrics graduate research students will automatically get access to the Community. If you are experiencing problems accessing the Community, please get in touch with the Melbourne Children's Graduate Programs team.

Desktop: <https://lms.unimelb.edu.au/>

Mobile devices: Canvas student app (available on [iTunes](#) or [Google Play](#))



## Graduate Research Hub

The Graduate Research Hub (<http://gradresearch.unimelb.edu.au/>) 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

## Managing Graduate Study

The following resource from the University of Melbourne Academic Skills Unit contains great tips on getting started in a Graduate Research Degree.

[https://services.unimelb.edu.au/\\_data/assets/pdf\\_file/0005/471263/5298\\_ASU\\_ManagingGradstudy\\_WEB.pdf](https://services.unimelb.edu.au/_data/assets/pdf_file/0005/471263/5298_ASU_ManagingGradstudy_WEB.pdf)

## 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 <https://catalog.lms.unimelb.edu.au/browse/communities/courses/research-integrity-online-training-riot>.

## University of Melbourne Student ID

Please upload your ID photo at CaptureME: <https://www.idmobile.com.au/CaptureME?siteCode=103>

Once you have uploaded your photo, you can collect your student card at Stop1, 757 Swanston St. Your card will allow you to borrow books 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](#).

## MCRI Information

- Information for current students: <https://intranet.mcri.edu.au/research-and-science/students/information-for-current-students>
- Nucleus learning modules: <https://nucleus.mcri.edu.au>

## RSA mailing list

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

More information: <https://intranet.mcri.edu.au/research-and-science/students/student-association>

## Messenger eBulletin

Messenger is a monthly newsletter for University of Melbourne staff and graduate researchers. Messenger features content related to graduate research. For more information, to access previous versions of the newsletter and to subscribe, go to <https://gradresearch.unimelb.edu.au/staff/messenger>

## 4. Advisory Committee Composition

The Advisory Committee is tasked with supporting students, assessing progress and providing confidential counsel. The full Advisory Committee is required to attend each Progress Review meeting as well as the Completion Seminar. 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 the following members and remain in place from enrolment to submission of the thesis, excluding periods of leave of absence or lapsed candidature:

- **Supervisors:** the student's principal supervisor, all co-supervisor(s) and external supervisors
- **Chair of the Advisory Committee:** The Department of Paediatrics has compiled an Advisory Group list comprised of senior members of staff who have been approved to represent the MCGRC Committee as Chair on students' Advisory Committees. A current list of the Advisory Group can be requested from [gr-mc@unimelb.edu.au](mailto:gr-mc@unimelb.edu.au).  
The Chair must be independent from the student's project and supervisors and as such, cannot be part of the same cluster or research group. The role of the Chair is to make sure that University of Melbourne policy is followed. The Chair is therefore not required to be an expert in the area of the student's research.
- **Senior Researcher:** a senior researcher (postdoc and above) who is independent from the student, their project and supervisors.
- Additional members are optional. All members need to be independent from the student, their project and supervisors. A graduate research student can never be part of another candidate's Advisory Committee.

**The Advisory Committee should not exceed a total of 6 members (including student and supervisors).** The larger the Advisory Committee, the more difficult it will be for the student to schedule in Progress Review meetings. The MCGRC can consider special requests to exceed the maximum of 6 members on a case by case basis if an explanation is provided as to why the additional supervisor or Advisory Committee member is deemed indispensable.

The MCGRC Committee will review the Advisory Committee composition of all Department of Paediatrics' students upon receipt of the Department of Paediatrics Graduate Research Commencement Checklist. The MCGRC may request changes or additions to the Advisory Committee at any time during candidature. **The Advisory Committee needs to be endorsed by the MCGRC prior to the pre-confirmation meeting.**

While it is expected that the student's Advisory Committee will remain the same throughout their candidature, changes are allowed in exceptional circumstances as long as the Advisory Committee continues to fulfil the requirements set out in these guidelines. To request a change to your Advisory Committee, send the details to [gr-mc@unimelb.edu.au](mailto:gr-mc@unimelb.edu.au) for consideration and endorsement by the MCGRC.

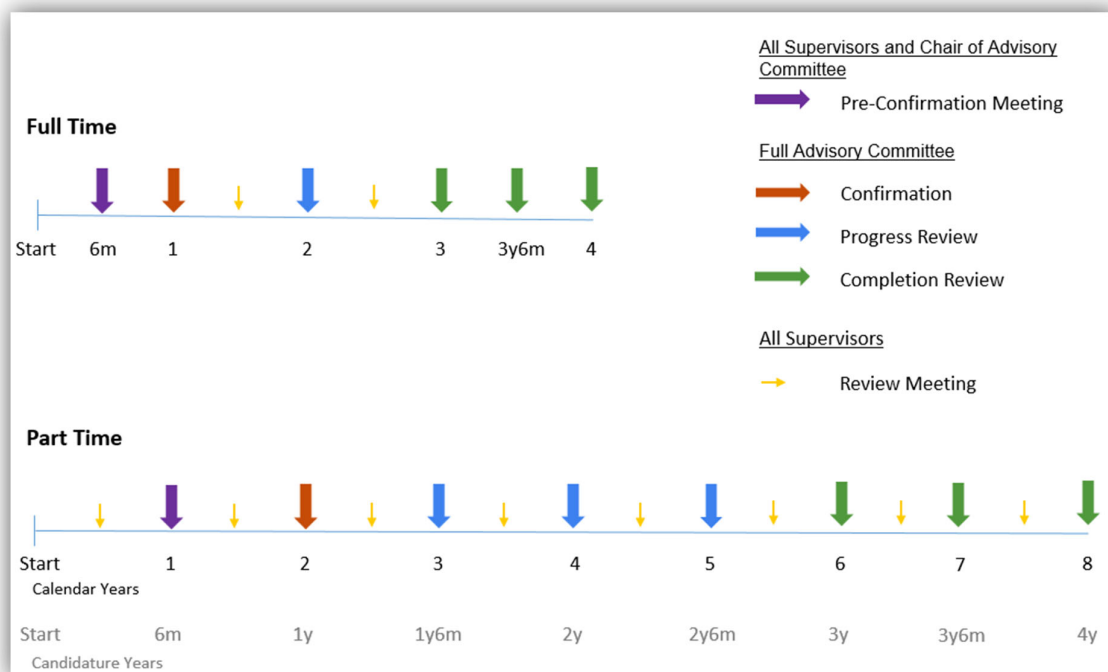
## 5. Progress review process

These guidelines describe the **progress review** process for Graduate Research 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.

### 5.1. Progress review timelines

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.

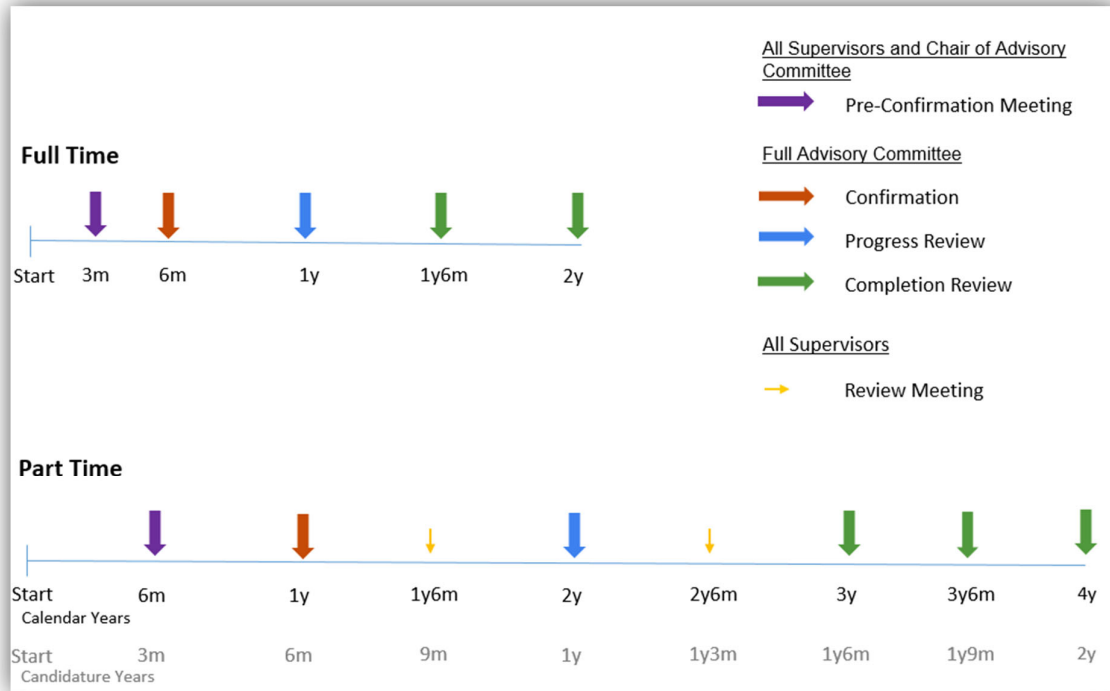
#### PhD Students



➔ At least once every six months, the student's progress needs to be reviewed by the full supervisory team. In case of annual progress review meetings with the full Advisory Committee (incl. supervisors), the student and full supervisory team need to have an additional meeting six months after the annual progress review meetings. **A record of these discussions must be kept.** This may take the form of an email from the student to the supervisors 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 Committee.

MPhil / MRes / MMed / MSurg Students



→ At least once every six months, the student’s progress needs to be reviewed by the full supervisory team. In case of annual progress review meetings with the full Advisory Committee (incl. supervisors), the student and full supervisory team need to have an additional meeting six months after the annual progress review meetings. **A record of these discussions must be kept.** This may take the form of an email from the student to the supervisors 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 Committee.

## 5.2. Essential Criteria for Progress Review Meetings

**It is imperative that Progress Review meetings only go ahead if the following criteria have been met. Meetings that do not comply with these criteria will be deemed invalid.**

All Progress Review Meetings (including Pre-confirmation and Confirmation Meeting)

- Book a room or set up a teleconference (e.g. Zoom) for **90 minutes**
- Ensure that the Advisory Committee receives appropriate information, including written report (specific for each stage of candidature) at least 10 days before the meeting.
- The student and primary supervisor need to meet prior to the meeting to fill out the relevant sections of the form.

Additional requirement for Pre-confirmation

- Prior to scheduling the meeting, ensure that your Advisory Committee has been approved by the Melbourne Children's Graduate Research Committee (MCGRC)

Additional requirement for Confirmation

- Book a room that can accommodate 20 to 30 people or create a Zoom link and send the details to [gr-mc@unimelb.edu.au](mailto:gr-mc@unimelb.edu.au) at least 2 weeks in advance so the Confirmation Seminar can be advertised.
- Ensure that the Advisory Committee has access to the written report including Literature Review (with iThenticate similarity report) at least 10 days before the meeting. To access iThenticate go to <https://gateway.research.unimelb.edu.au/resources/ethics-and-integrity/research-integrity/ithenticate>

All Supervisors, the Advisory Committee Chair and Advisory Committee Member(s) 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, either in person or via tele-/videoconference (except where the absence of member(s) has been approved by the Department in advance). See [Advisory Committee Composition](#) for more details.

In the event that unforeseen exceptional circumstances prevent a member of the Advisory Committee from being present on the day, the Chair should seek urgent advice from the Graduate Programs Team.

## 5.3. Pre-Confirmation Meeting

The pre-confirmation meeting is the first meeting with the Chair of the Advisory Committee. The pre-confirmation meeting allows the Chair to become familiar with the project. It provides the opportunity to identify challenges early on and to ensure that the student is on track to pass confirmation.

### 5.3.1. Before the meeting

#### 2 to 3 months prior: Schedule in pre-confirmation meeting

The student should arrange a meeting with all the following people present

- Student
- All supervisors
- Chair of Advisory Committee.
- Advisory Committee Member(s) can be invited, but their presence is optional

We recommend sending around a poll **2 to 3 months prior to the pre-confirmation deadline** to find a date and time that suits everyone. The meeting can take place in person (meeting room with projector), online or hybrid and the recommended duration is 90 minutes.

#### Prepare presentation

You are required to prepare a brief presentation regarding your research plans and progress to date. The appropriate duration for the presentation is flexible, but as a guide, it is typically around 10 minutes to allow sufficient time for discussion that should follow.

#### 10 days prior: Submit online pre-confirmation form with attachments

At least **10 days** prior to the Advisory Committee meeting, the student completes their part of the online progress review form with a brief (typically 1-2 pages) **written report** attached and ensures that all attendees have access to the online form. If any external supervisors or Advisory Committee members cannot access the online form, the student is expected to circulate the written report via email.

The report should include the following items:

- 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
- Research plan outlining the proposed project structure and/or the research objectives to be achieved
- Progress to date
- Timeframes for any regulatory approvals still required (e.g. ethics)
- Report on approach to and progress with literature review (PhD students only)
- A brief summary of supervisory arrangements in place and the procedure used for documenting formal supervision meetings – you may wish to review and update the [Supervisory Agreement](#)
- Details of any problems encountered

Other attachments:

- [Department of Paediatrics Hurdle Requirement Report](#)

#### At Risk advice prior to the meeting

If the Advisory Committee Chair identifies any concerns about your progress ahead of the meeting, they will advise you that an [“At Risk”](#) outcome may be discussed.

### 5.3.2. During the meeting

The meeting will start with your presentation. After the presentation, you can expect the Advisory Committee to discuss and review the following topics:

- Feedback on presentation, report, progress to date, resources, timeline, any problems etc.
- (PhD students only) Discussion re approach to literature review
- Review and discuss [Supervisory Agreement](#)
  - Whether supervision arrangements are working satisfactorily
  - Agreement on how supervisor meetings will be documented (typically by email summary)
  - 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 (e.g. changes in supervisors' other roles and commitments, changes within the research group, changes in availability of critical resources, recently published work that affects the direction of the project, etc.)
- Thesis format; consideration of [thesis with publication](#)
- Availability of appropriate resources for project, including statistical support
- Travel and fieldwork
- Professional development: [hurdle requirement report](#)
  - [Child and Adolescent Health PhD Program](#) mandatory topics
  - Other recommended courses
  - Completion seminar attendance (minimum 10 each year; 5 if P/T)
- The University's compulsory Research Integrity Online Training (RIOT) to be completed before confirmation: <https://catalog.lms.unimelb.edu.au/browse/communities/courses/research-integrity-online-training-riot>
- Progress in terms of continuation, or the possibility of discontinuation or transfer to an alternative degree

### 5.3.3. After the meeting

After the meeting, the Chair of Advisory Committee will inform the student of the outcome and complete their part of the online pre-confirmation form. The potential outcomes of the pre-confirmation review are 'satisfactory progress' and '[at risk of making unsatisfactory progress](#)'.

## 5.4. 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 the 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 as providing **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.

### 5.4.1. Before the meeting

#### 2 – 3 months prior: Schedule in Confirmation Seminar and Meeting

The full Advisory Committee (all supervisors, Advisory Committee Chair and members) needs to be present at your confirmation seminar. We recommend sending around a poll **2 to 3 months prior to the confirmation deadline** to find a date and time that suits everyone. The seminar and subsequent meeting can take place in person (meeting room with projector), online or hybrid and the recommended duration is **90 minutes**.

#### Organise and prepare for Confirmation Seminar

You must present your research findings to date at a public confirmation seminar. A timeslot of 90 minutes 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.

Once you have scheduled in the meeting, send the details to [gr-mc@unimelb.edu.au](mailto:gr-mc@unimelb.edu.au) at least 10 days in advance so the Confirmation Seminar can be advertised on campus.

#### 10 days prior: Submit online confirmation form with attachments

At least **10 days** prior to the Advisory Committee meeting, the student completes their part of the online progress review form and attaches the following documents:

- [Written report](#)
- [Draft literature review](#)
- [iThenticate report](#)
- [Hurdle requirement report](#)
- [RIOT certificate of completion](#)
- *(Suggested)* Review and update the [Supervisory Agreement](#)

The student should ensure that all Advisory Committee members can access the form and attachments. If any external supervisors or Advisory Committee members cannot access the online form, the student is expected to circulate the written report via email.



### *Written report & Draft literature review (3,000 – 10,000 words combined)*

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'.

- **Written report**

This report will generally be around 3,000 - 5,000 words (10-17 pages of double spaced Ariel 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
- A brief bibliography
- A list of publications (eg. peer reviewed, conference proceedings) produced or any presentations made

- **Draft literature review**

Attach the current draft of your literature review chapter as evidence that you have started writing and that you show understanding of your topic.

### *iThenticate report*

In preparation for your confirmation, you must use iThenticate for a substantial piece of writing (eg. a chapter, a section of a chapter, or the written progress report). To access iThenticate go to <https://gradresearch.unimelb.edu.au/examination/submitting-my-thesis>

### *Hurdle requirement report*

Attach the latest version of your [hurdle requirement report](#) with an overview of all the seminars, workshops and courses you have attended to date.

### *RIOT training*

Students are required to complete the [RIOT training](#) before the time of their confirmation. Students will only be confirmed if the training has been completed. Attach your certificate of completion to the online form.

### *Supervisory agreement*

While not a requirement, you may wish to review and update your [Supervisory Agreement](#). Expectations may change throughout candidature and this form can help document these potential changes.

### **At Risk advice prior to meeting**

If the Advisory Committee Chair identifies any concerns about your progress ahead of the meeting, they will advise you that an "[At Risk](#)" outcome may be discussed.

### 5.4.2. 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:

- Feedback on presentation
- Review student's written report (3,000 - 5,000 words)
- Literature review – with [iThenticate](#) report
- Ethics approval
- [RIOT](#) certificate
- Review student's previously-submitted pre-confirmation report
- (Part-time students only) Ensure six monthly interim progress review meetings with all supervisors have been documented
- Progress to date: preliminary data, methods and resources developed, etc.
- Timeline and schedule of project
- Problems encountered
- Availability of appropriate resources for project, including statistical support
- Thesis format; consideration of [thesis with publication](#)
- Scientific writing skills and their development
- Presentation skills: participation in seminars and symposiums
- Travel, conferences and fieldwork
- Professional development: [hurdle requirement report](#)
  - [Child and Adolescent Health PhD Program](#) mandatory topics
  - Other recommended courses
  - Completion seminar attendance (minimum 10 each year; 5 if P/T)
- Discussion as to whether a 'plan B' is necessary or has been considered
- Progress in terms of continuation, or the possibility of discontinuation or transfer to an alternative degree

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.

### 5.4.3. After the confirmation meeting

After the meeting the Chair of Advisory Committee will inform the student of the outcome and complete their part of the online Confirmation Form. The potential outcomes of the confirmation review are 'satisfactory progress', '[extension to probationary candidature \(At risk\)](#)'.

## 5.5. Subsequent Progress Review Meetings

Progress Review meetings take place with the student's Advisory Committee every calendar year (6-monthly for full-time Masters by research students) and involve a formal discussion and assessment of student progress.

### 5.5.1. Before the meeting

#### 2-3 months prior: Schedule in Progress Review meeting

The full Advisory Committee (all supervisors, Advisory Committee Chair and members) needs to be present at your progress review meeting. We recommend sending around a poll **2 to 3 months prior to the confirmation deadline** to find a date and time that suits everyone. The meeting can take place in person (meeting room with projector), online or hybrid and the recommended duration is **90 minutes**.

#### Prepare presentation

You are required to prepare a brief presentation regarding your progress to date and timelines to completion. 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.

#### 10 days prior: Submit online progress review form with attachments

At least **10 days** prior to the Advisory Committee meeting, the student completes their part of the online progress review form with a **Written Report** attached and ensures that all attendees have access to the online form. If any external supervisors or Advisory Committee members cannot access the online form, the student is expected to circulate the written report via email.

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; percentage 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 list of publications (e.g. peer reviewed, conference proceedings) produced or any presentations made
- A list of meetings attended
- A summary of involvement in community service events
- Details of any problems encountered
- [Department of Paediatrics Hurdle Requirement Report](#)
- *(Suggested)* Review and update the [Supervisory Agreement](#)

#### At Risk advice prior to meeting

If the Advisory Committee Chair identifies any concerns about your progress ahead of the meeting, they will advise you that an "[At Risk](#)" outcome may be discussed.

### 5.5.2. During the meeting

The meeting will start with your presentation. After your presentation, you can expect the Advisory Committee to discuss and review the following topics:

- Feedback on presentation
- Review student's written report
- 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
- Availability of appropriate resources for project, including statistical support
- Thesis format; consideration of [thesis with publication](#)
- Scientific writing skills and their development
- Presentation skills: participation in seminars, symposiums and conferences
- Travel, conferences and fieldwork
- Professional development: [hurdle requirement report](#)
  - Three minute thesis (3MT)
  - [Child and Adolescent Health PhD Program](#) mandatory topics
  - Other recommended courses
  - 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
- (2<sup>nd</sup> and 3<sup>rd</sup> year) Discussion about career goals and life post PhD
- (3<sup>rd</sup> and 3.5<sup>th</sup> year) Consider request for [extension](#)
- (4<sup>th</sup> year) Consider request for [lapsed candidature](#) (students confirmed before 2018) or [late submission](#) (students confirmed after 2018)
- Progress in terms of continuation, or the possibility of discontinuation or transfer to an alternative degree

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.

### 5.5.3. After the meeting

After the meeting, the Chair of Advisory Committee will inform the student of the outcome and complete their part of the online progress review form. The potential outcomes of the progress review are 'satisfactory progress', '[at risk of making unsatisfactory progress](#)'.

## 5.6. At Risk /Extension to probationary candidature

### Terminology:

- “At risk” is short for “at risk of making unsatisfactory progress”.
- At Confirmation, the “at risk” intervention strategy is called “Extension to probationary candidature”.

**Policy:** <https://policy.unimelb.edu.au/MPF1363>

### 5.6.1. At risk identified

A student can be identified as a “at risk” if any of the academic progress expectations have not been met for the first time. This can happen at any time during candidature when the Advisory Committee identifies:

- (*During probationary candidature*) Insufficient progress towards confirmation requirements; and/or
- Failure to meet milestones set by supervisors or Advisory Committee; and/or
- Failure to respond to, or attend a, scheduled progress review meeting

Students are most commonly identified as “at risk” ahead of or during a progress review meeting. This outcome provides an opportunity to identify additional support required. If the Advisory Committee Chair identifies any concerns ahead of a progress review meeting, they will advise the student in writing that an “at risk” outcome may be discussed. These concerns may be identified while reviewing the written report (hence the need for it to be submitted 10 days ahead of the meeting) or through discussions with the supervisors. If a student is notified that an “at risk” outcome will be discussed, they can prepare for the upcoming meeting by preparing a statement addressing the Advisory Committee’s concerns.

During the meeting, the Advisory Committee will discuss the student’s overall progress, as well as any progress concerns or obstacles that are preventing satisfactory progress. The Advisory Committee will provide advice and make recommendations about additional support required aimed at helping the student successfully complete their degree.

If the Advisory Committee decides that the student is at risk of making unsatisfactory progress, then a progress plan will be created to address the particular concerns or obstacles that are preventing satisfactory progress. The plan will include well-defined hurdle requirements that need to be completed within a reasonable timeframe of no more than 3 calendar months (regardless of study rate). During this time, the student can count on the support of their supervisors and the [Department of Paediatrics GR team](#).

### 5.6.2. Follow up meeting with Advisory Committee

The student is required to schedule in a follow up progress review meeting with the full Advisory Committee before the “at risk” progress plan comes to an end.

Ahead of the follow up meeting, the student is required to submit a written report to their Advisory Committee. The report needs to address the progress made on each of the hurdle requirements. If any of the requirements relate to written works (e.g. paper, thesis chapter), a copy of the latest version of the document needs to be attached to the written report.

During the follow up meeting, the Advisory Committee will review the student’s progress towards the hurdle requirements outlined in the progress plan and assess whether there are any further progress concerns.

### 5.6.3. Follow up meeting outcomes

The Advisory Committee will need to submit the outcome of the follow up meeting to the University. The possible outcomes are:

- a) Satisfactory progress – all hurdle requirements have been met and timely completion is likely
- b) Extension to “at risk” – some of the hurdle requirements have been achieved and timely completion may be possible
- c) Notification of unsatisfactory progress – the hurdle requirements have not been achieved and timely completion is unlikely

If the outcome is “a) Satisfactory progress”, the student’s candidature will resume as normal.

Outcome “b) Extension to at risk” will result in a repeat of the “at risk” progress. A new “at risk” progress plan with a new timeline will be provided. The student is expected to schedule in another follow up meeting with the full Advisory Committee before the “at risk” progress plan comes to an end.

The process for outcome “c) Notification of unsatisfactory progress” will be described under [Notification of Unsatisfactory Progress](#).

#### Resources

- Approach a member of the [Graduate Programs Team, MCGRC or Department of Paediatrics](#)
- [Health, wellbeing and support services](#); [Research support](#); [Writing and communication skills support](#); [Statistical support](#)

## 5.7. Notification of unsatisfactory progress & show cause

### 5.7.1. Notification of unsatisfactory progress

Students are classified as making unsatisfactory progress if any of the progress requirements have not been met AND:

- a) The student has previously been issued an “at risk” notice and has failed to meet the requirements of the “at risk” progress plan; or
- b) The student has failed to respond to an “at risk” notice within 10 business days of the date the notice was sent; or
- c) (*At the end of maximum candidature*) The student has not met milestones and cannot complete within the maximum time to submit.

When a student is classified as making unsatisfactory progress, the University of Melbourne Graduate Research team will set up a Course Academic Progress Committee (CAPC) meeting and send a notification of unsatisfactory progress to the student’s email address. **The student must respond to the unsatisfactory notice within 10 business days.** The student should include the following in their response:

- a) A written submission as detailed in the unsatisfactory progress notice; and
- b) Whether they intend to attend the CAPC meeting in person; and
- c) Whether they intend to bring a support person.

### 5.7.2. Unsatisfactory progress CAPC meeting

The Course Academic Progress Committee (CAPC) is a committee made up of senior academics within the Faculty. They are brought in as an external panel to review the student’s progress as well as the circumstances leading up to the unsatisfactory progress notice.

The student, supervisors and Advisory Committee are all invited to attend the CAPC meeting. The student may be accompanied by a support person. The meeting can only go ahead if the principal supervisor is in attendance. If the student fails to attend the meeting, it will still go ahead.

The student will be given the opportunity to explain any circumstances that have affected their academic performance both ahead of the meeting (through the written submission) and during the meeting.

### 5.7.3. Unsatisfactory progress CAPC outcomes

The possible outcomes of the unsatisfactory progress CAPC meeting are:

- a) Revised progress plan: The student can be issued a revised progress plan with a 3-month (maximum) timeline; or
- b) Leave plus revised progress plan: The student is granted a period of leave and, on return, is required to meet the requirements of a revised progress plan within 3 months (maximum) – *only available if the maximum course duration has not been reached*; or
- c) (*PhD students only*) Transfer to Masters by research: this can only be offered if the student may be able to complete a Masters by research within the maximum Masters course duration. If not taken up within 10 business days, a “show cause” notice will be issued; or
- d) Termination of enrolment with “show cause” notice: The CAPC can recommend termination of enrolment. If this is their decision, then a “show cause” notice must be issued.

**Process for outcomes a) and b)**

In the case of outcome a) and b), the process will be similar to the “at risk” process. The student will be provided with a revised progress plan and reasonable deadline (3 months maximum). The student is expected to schedule in another follow up meeting with the full Advisory Committee before the progress plan comes to an end.

Ahead of the follow up meeting, the student is required to submit a written report which addresses the progress made on each of the hurdle requirements. If any of the requirements concern written works (e.g. paper, thesis chapter), then a copy of the latest version of the document needs to be attached to the written report.

At the follow up meeting, the Advisory Committee can recommend one of the following outcomes:

- a) Satisfactory progress
- b) Termination of enrolment

If the outcome is “a) Satisfactory progress”, the student’s candidature will resume as normal.

If the outcome is “b) Termination of enrolment”, the student will receive a “show cause” notice and be invited to a “show cause” CAPC meeting. See process under [Show cause CAPC meeting](#) below.

**Process for outcomes c)**

If the student agrees to a transfer to a Masters by research, they will need to confirm their decision within 10 business days. The transfer will then be processed.

If the student does not take up the transfer offer, then the below [Show cause CAPC meeting](#) process applies.

**Process for outcomes d)**

See process under [Show cause CAPC meeting](#) below.

#### 5.7.4. [Show cause CAPC meeting](#)

A “show cause” notice is issued when termination of enrolment has been recommended. This process allows a student to show cause as to why their enrolment should not be terminated.

Once the student receives the “show cause” notice, they must respond in writing within 10 business days. In addition to a written response, the student is invited to attend a “show cause” meeting to explain their circumstances.

The “show cause” meeting is heard by the Course Academic Progress Committee (CAPC). The CAPC may or may not have the same members as those at the unsatisfactory progress CAPC meeting. The student has the right to bring a support person to the meeting.

#### 5.7.5. [Show cause CAPC outcomes](#)

The possible outcomes of the “show cause” CAPC meeting are:

- a) One final revised progress plan: The student can be issued one final revised progress plan with a 3-month (maximum) timeline. If the progress conditions are not satisfied, the enrolment will be automatically terminated; or
- b) Termination of enrolment: The decision to terminate the enrolment is upheld.



## 5.8. 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:

PhD		MPhil	
Full-time	Part-time	Full-time	Part-time
3 years	6 years	18 months (6-month extension)	3 years
3.5 years	7 years		3.5 years

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

PhD		MPhil	
Full-time	Part-time	Full-time	Part-time
4 years	8 years	2 years	4 years

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

	Lapse in good standing	Late submission
<b>Cohort</b>	Students confirmed before 31/12/2017	Students confirmed after 1/01/2018
<b>Conditions</b>	Completion is likely: <ul style="list-style-type: none"> <li>- Sufficient understanding of topic</li> <li>- Credible plan for completion</li> </ul>	Completion is likely: <ul style="list-style-type: none"> <li>- Sufficient understanding of topic</li> <li>- Credible plan for completion</li> </ul> Delay due to: <ul style="list-style-type: none"> <li>- Compelling research related reasons beyond candidate's control</li> <li>- Compelling personal or medical conditions during candidature</li> </ul>
<b>Maximum course duration</b>	PhD: 4 years FTE (enrolment) + 2 calendar years (lapse in good standing)	PhD: 4 years FTE (enrolment) + 2 calendar years (late submission)
<b>Approval</b>	By the dean upon recommendation of Advisory Committee	By the dean upon recommendation by Advisory Committee AND Late Submission Panel

Please refer to the Graduate Research Training Policy for more information:

<https://policy.unimelb.edu.au/MPF1321>

## 6. Completion Seminar

The Completion Seminar is a compulsory examination requirement for all Graduate Researchers (PhD, DMedSci and Master by research). It should take place **no more than 6 months prior to thesis submission**. Students who submit their thesis more than 6 months after presenting their completion seminar may need to repeat the seminar to meet the examination requirements.

### Completion Seminar Panel

The completion seminar panel is chaired by the Advisory Committee Chair and consists of the full Advisory Committee (all supervisors, Advisory Committee Chair and members) plus **an additional external member**.

The external member can be a postdoc or above without a conflict of interest (independent from the student, supervisors and project) and cannot be part of the existing Advisory Committee. The full completion seminar panel is required to attend the completion seminar and subsequent meeting.

### Scheduling Completion Seminar & panel meeting

Department of Paediatrics Completion Seminars must be **booked through the Graduate Programs Team** ([gr-mc@unimelb.edu.au](mailto:gr-mc@unimelb.edu.au)). Completion Seminars need to take place on a workday between 9am and 4pm in an approved venue (Ella Latham, Vernon Collins or Cox-Walford). The duration of the Completion Seminar is 1 hour, including time for questions and discussion. There is a limit of one completion seminar per day.

To schedule in a Completion Seminar, we recommend students complete the following steps:

1. Consult the Graduate Programs Team ([gr-mc@unimelb.edu.au](mailto:gr-mc@unimelb.edu.au)) for a list of (un)available dates
2. Check the availability of the approved venues (Ella Latham, Vernon Collins or Cox-Walford)
3. Create a poll to find a time when the full completion seminar panel (full Advisory Committee + external panel member) as well as an approved venue are available
4. Book in the venue and send the details to [gr-mc@unimelb.edu.au](mailto:gr-mc@unimelb.edu.au)

The student is also required to schedule in a **completion seminar panel meeting** following the seminar. During this meeting, the panel is expected to provide feedback on the seminar as well as discuss possible strategies and opportunities to facilitate the student's entry into the broader research community.

If the student progress review meeting is due around the same time, then the completion seminar meeting can be combined with a progress review meeting. In that case the student needs to complete both the completion seminar form and the progress review form ahead of the meeting.

### Completion Seminar Form

Students are required to submit the **online completion seminar form** at least 10 days ahead of the completion seminar. The form can be accessed through this link:

<https://gradresearch.unimelb.edu.au/examination/submitted-my-thesis#completion-seminar>

Once the student has completed their part of the form, it is assigned to the Advisory Committee Chair. After the seminar the Advisory Committee Chair is required to confirm that all panel members were present at the seminar by entering their names and the panel's feedback on the form. The student should therefore inform the Chair ahead of the Completion Seminar who will be taking on the role of external panel member.

## 7. Thesis Completion and Examination

### Important links regarding thesis preparation and examination

Department of Paediatrics theses on Minerva	<a href="https://minerva-access.unimelb.edu.au/handle/11343/200">https://minerva-access.unimelb.edu.au/handle/11343/200</a>
Thesis with publication	<a href="http://gradresearch.unimelb.edu.au/preparing-my-thesis/thesis-with-publication">http://gradresearch.unimelb.edu.au/preparing-my-thesis/thesis-with-publication</a>
Thesis writing practical information	<a href="http://gradresearch.unimelb.edu.au/preparing-my-thesis/writing-the-thesis">http://gradresearch.unimelb.edu.au/preparing-my-thesis/writing-the-thesis</a>
Avoiding plagiarism	<a href="http://gradresearch.unimelb.edu.au/preparing-my-thesis/plagiarism">http://gradresearch.unimelb.edu.au/preparing-my-thesis/plagiarism</a>
Editing Policy	<a href="https://policy.unimelb.edu.au/MPF1321">https://policy.unimelb.edu.au/MPF1321</a> - Section 4.75 onwards
Public access options on Minerva	<a href="http://gradresearch.unimelb.edu.au/examination/my-thesis-in-the-library">http://gradresearch.unimelb.edu.au/examination/my-thesis-in-the-library</a>
Notice of intention to submit thesis - Three months prior to submission	<a href="http://gradresearch.unimelb.edu.au/examination/submitting-my-thesis">http://gradresearch.unimelb.edu.au/examination/submitting-my-thesis</a>

For examination related questions, please contact the graduate research examinations office: [gr-exams@unimelb.edu.au](mailto:gr-exams@unimelb.edu.au)

## 8. Melbourne Children's Events & Department of Paediatrics Hurdle Requirements

Event	Frequency	Department of Paediatrics Requirement
Induction	Monthly throughout the year	Attend once at start of candidature
Orientation	Annually	Attend once at start of candidature
<a href="#">RIOT</a>	Online course	Complete once at start of candidature (before confirmation)
<a href="#">Child and Adolescent Health PhD Program</a>	Equivalent to approximately two full days each year	Strongly encouraged to attend all sessions. Mandatory attendance for certain topics, see <a href="#">9.1 Mandatory academic skills topics</a>
Annual Graduate Research Student and Supervisor Seminar	Annually	Attendance of all students strongly encouraged
3 Minute Thesis Competition (3MT)	3 times per year during Grand Rounds	Present once during candidature, after confirmation
Completion Seminar: Attendance	Weekly to monthly depending on number of students close to submission: as advertised	Full-time students: Attend 10 completion seminars per year Part-time students: Attend 5 completion seminars per year
Completion Seminar: Presentation	Once, no more than 6 months prior to thesis submission	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

## 9. Child and Adolescent Health PhD Program

The Child and Adolescent Health PhD 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
- Provide a cohort experience

In an increasingly competitive market, we want to ensure that our students finish their training with a broad range of research skills. The workshops will be offered every 2 to 3 years to make it possible for students to attend each workshop at least once during their candidature. Where consent has been gained, workshops will be recorded and can be accessed through the Department of Paediatrics LMS community. The recordings can be viewed on <https://lms.unimelb.edu.au/>.

All currently enrolled students are strongly encouraged to attend the workshops. Some of the workshops are mandatory for PhD students who started their enrolment after 1 January 2018 (please refer to the list on the following page). These students need to report on their workshop participation during their yearly progress review meetings. We recommend students use the hurdle requirement report to keep track of the workshops they have attended.

If a student has previously completed coursework covering one of the mandatory topics, they can ask their Advisory Committee for an exemption ahead of a progress review meeting. The written request needs to detail the topics the student wishes to be exempted for and the corresponding subjects they have completed. The student's Advisory Committee will decide whether the exemption request is reasonable.

## 9.1. Mandatory academic skills topics – Child and Adolescent Health PhD Program

Department of Paediatrics PhD students who started their enrolment after 1 January 2018 are required to attend the below workshops over the course of their candidature. Advisory Committees will review compliance during the yearly progress review meetings. Any exemption to the mandatory topics on the grounds of previous training or experience need to be approved by the Chair of your Advisory Committee.

Masters by research students and PhD students enrolled prior to 2018 are strongly encouraged to attend.

Most of the sessions will be covered during Orientation, the Academic Skills sessions and the annual Graduate Research Student and Supervisor Seminar. Each topic will be offered more than once every three year unless a recording is available on the LMS, in which case students can view the recording.

Mandatory for:	Topic
All GR students	Orientation
All PhD students*	CEBU: Designing your research study (formerly Foundations of Health Research Methods / Getting Started in Clinical Research)
All PhD students*	CEBU: Introduction to Biostatistics
All PhD students*	Introduction to human genetics & genomics
All PhD students*	Critical thinking and analysis
All PhD students*	Writing a scientific paper for publication
All PhD students*	Where to publish
All PhD students*	Communication skills:
	<ul style="list-style-type: none"> <li>• poster presentations</li> </ul>
	<ul style="list-style-type: none"> <li>• making the most of conferences</li> </ul>
	<ul style="list-style-type: none"> <li>• effective presentations</li> </ul>
All PhD students*	<ul style="list-style-type: none"> <li>• social media</li> </ul>
	Knowledge translation
All PhD students*	Careers post PhD
All PhD students*	Being prepared for research academia
Clinical and Public Health PhD students*	Clinical Research and Development Office (CRDO) core workshops:
	<ul style="list-style-type: none"> <li>• Ethics Review Process</li> </ul>
	<ul style="list-style-type: none"> <li>• Informed consent essentials</li> </ul>
Clinical and Lab PhD students*	<ul style="list-style-type: none"> <li>• Good clinical practice (GCP) = Good research practice</li> </ul>
	Obtaining, using and storing bio-samples from children

\*Enrolment start after 1 January 2018

## 9.2. Optional academic skills topics

These sessions will be covered during the Academic Skills sessions, annual Graduate Research Student and Supervisor Seminar or separate workshops. Some of these topics will be organised by the Melbourne Children's Research Student Association (RSA).

All students are encouraged to attend.

Topic
Bioinformatics
Commercialisation and intellectual property
Job application & CV writing
Paper writing boot camp
Shut up and write
Thesis boot camp

## 9.3. External workshops & coursework

Discuss the attendance of relevant workshops/coursework with your supervisor.

Workshop/ Coursework
Child public health (PAED90005)
<a href="#">Adolescent health MOOC: a global perspective</a>
Advanced data workshops
Introduction to qualitative and mixed methods research
ABC Children's Television Behind the News program; International Kids in Action network of researchers; Showcase seminars hosted by the Children's Lives Research Initiative
Coursework from Master in Epidemiology and/or Master in Clinical Research

## 10. Hurdle Requirement timelines

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.

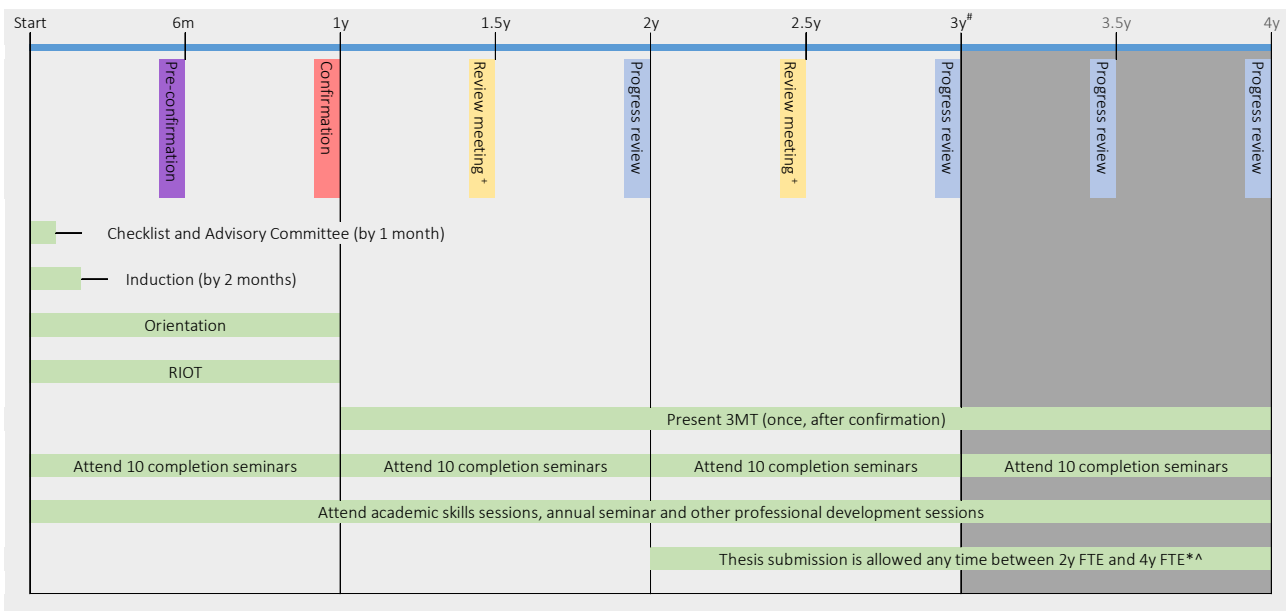
### 10.1. Department of Paediatrics specific requirements

<a href="#">Advisory Committee Composition</a>	<ul style="list-style-type: none"> <li>• Chair from approved advisory group list</li> <li>• Additional senior researcher</li> <li>• Advisory Committee composition needs to be endorsed by the MCGRC. The MCGRC can request changes to the Advisory Committee composition.</li> </ul>
<a href="#">Checklist for Initial Meeting</a>	<ul style="list-style-type: none"> <li>• To be completed within the first 4 weeks after enrolment during a meeting with the principal supervisor</li> <li>• The Advisory Committee composition needs to be confirmed through this form</li> </ul>
<a href="#">Hurdle Requirements</a> (over and above annual and interim reviews – see below)	<ul style="list-style-type: none"> <li>• Induction</li> <li>• Orientation</li> <li>• Mandatory <a href="#">Child and Adolescent Health PhD Program</a> topics for PhD students started after 1 January 2018</li> <li>• Annual Graduate Research Student and Supervisor Seminar</li> <li>• 3 Minute Thesis (3MT)</li> <li>• Completion Seminar Attendance (FT: 10/year, PT: 5/year)</li> </ul>
<a href="#">Hurdle Requirement Report</a>	<ul style="list-style-type: none"> <li>• PhD students started after 1 January 2018 need to present a hurdle requirement report each time they meet with their Advisory Committee.</li> </ul>
<a href="#">Confirmation Seminar</a>	<ul style="list-style-type: none"> <li>• The student needs to book a room on the Melbourne Children's campus that can accommodate at least 20 people or set up a Zoom meeting.</li> <li>• At least 2 weeks before the confirmation seminar, the seminar details (date, time, venue/Zoom link, abstract) need to be sent to <a href="mailto:gr-mc@unimelb.edu.au">gr-mc@unimelb.edu.au</a>.</li> </ul>
<a href="#">Completion Seminar</a>	<ul style="list-style-type: none"> <li>• Department of Paediatrics completion seminars are scheduled on weekdays between 9am and 4pm in one of the approved venues:             <ul style="list-style-type: none"> <li>○ Ella Latham</li> <li>○ Vernon Collins</li> <li>○ Cox/Walford</li> </ul> </li> <li>• The student needs to contact the Graduate Programs Team (<a href="mailto:gr-mc@unimelb.edu.au">gr-mc@unimelb.edu.au</a>) 6 months before the estimated completion seminar date to check availability and book in a timeslot.</li> </ul>

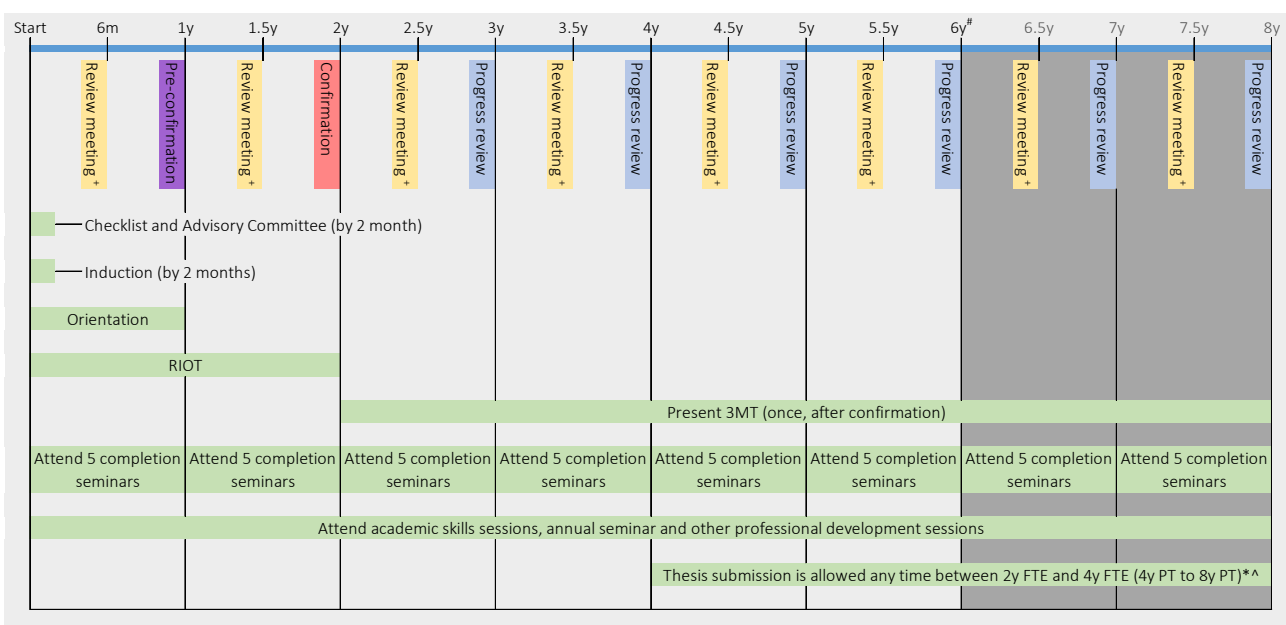


## 10.2. PhD requirements timeline

### Full time enrolment



### Part time enrolment



<sup>#</sup> The standard course duration of a PhD is 3 years FTE (full-time equivalent). Extensions up to a maximum of 4 years FTE can be requested at a progress review meeting.

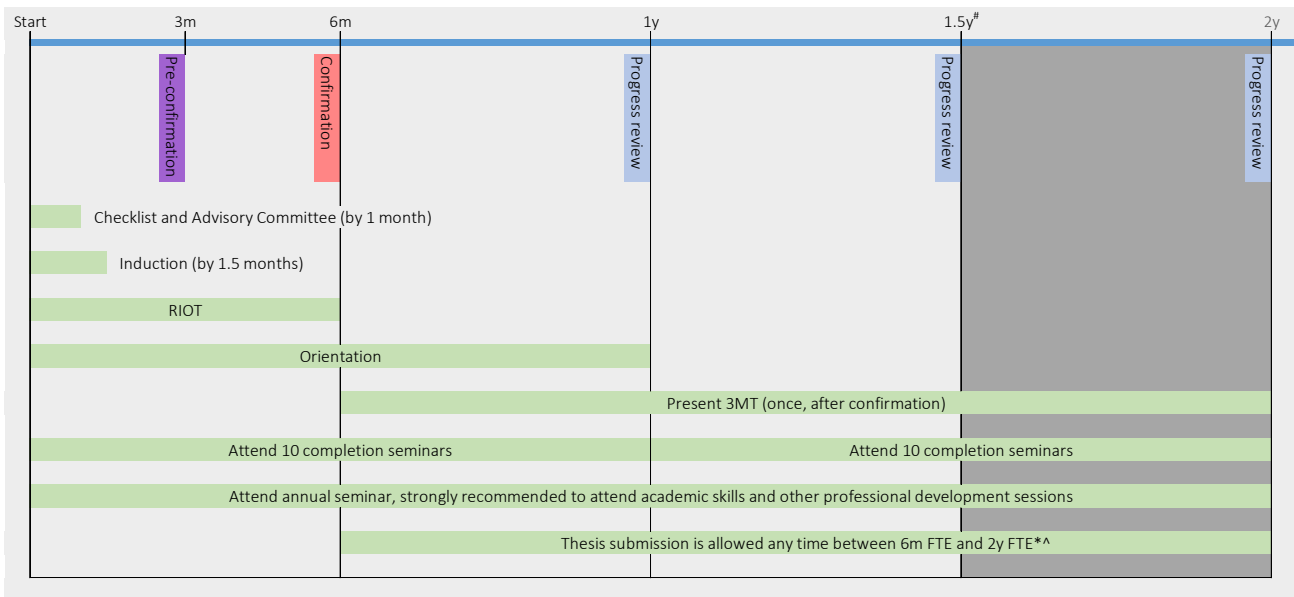
<sup>+</sup> The full supervisory team needs to review the student's progress every six months. In case of annual progress review meetings with the full Advisory Committee (incl. supervisors), the student and full supervisory team need to have an additional meeting six months after the annual progress review meetings. A record of these discussions must be kept.

<sup>\*</sup>Once the thesis has been submitted, no further progress reviews are required.

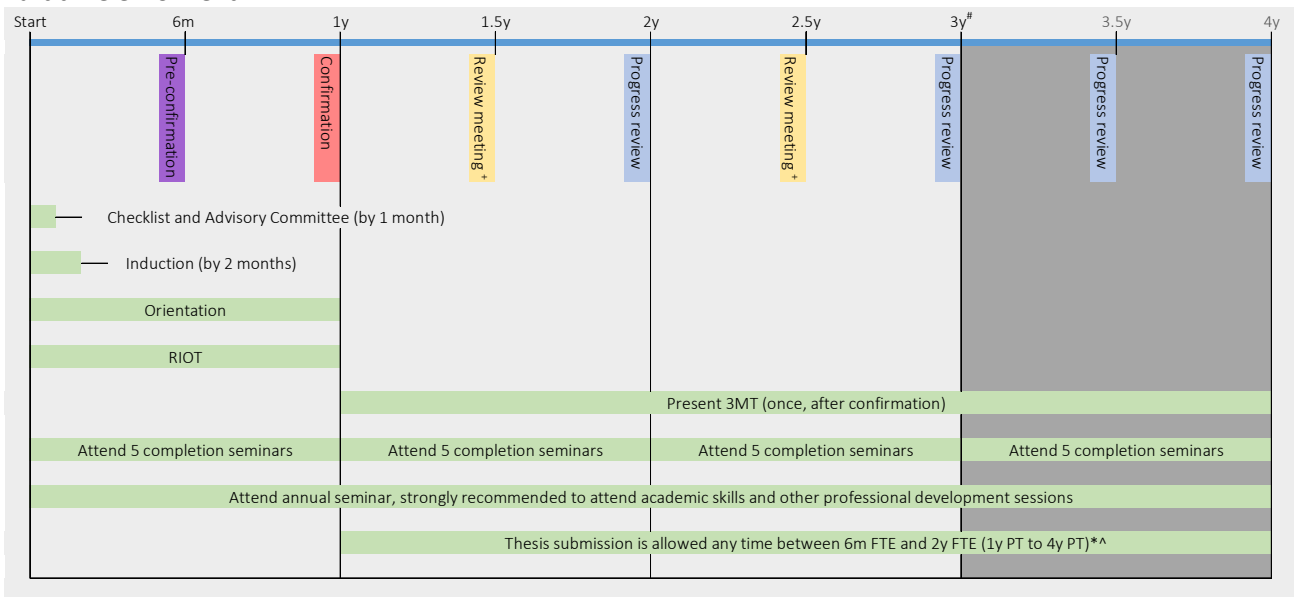
<sup>^</sup>PhD students are allowed to submit their thesis any time between 2y FTE and 4y FTE depending on their progress. It is therefore not possible to include the completion requirements in the above candidature timelines. Please see the [completion timelines under 10.4](#) with an overview of the tasks required in the months prior to thesis submission.

## 10.3. Masters by Research requirements timeline

### Full time enrolment



### Part time enrolment



<sup>#</sup> The standard course duration of a Masters by research is 1.5 years FTE (full-time equivalent). Extensions up to a maximum of 2 years FTE can be requested at a progress review meeting.

<sup>+</sup> The full supervisory team needs to review the student's progress every six months. In case of annual progress review meetings with the full Advisory Committee (incl. supervisors), the student and full supervisory team need to have an additional meeting six months after the annual progress review meetings. A record of these discussions must be kept.

\*Once the thesis has been submitted, no further progress reviews are required.

<sup>^</sup>Masters by research students are allowed to submit their thesis any time between 6 months and 2 years FTE depending on their progress. It is therefore not possible to include the completion requirements in the above candidature timelines. Please see the [completion timelines under 10.4](#) with an overview of the tasks required in the months prior to thesis submission.

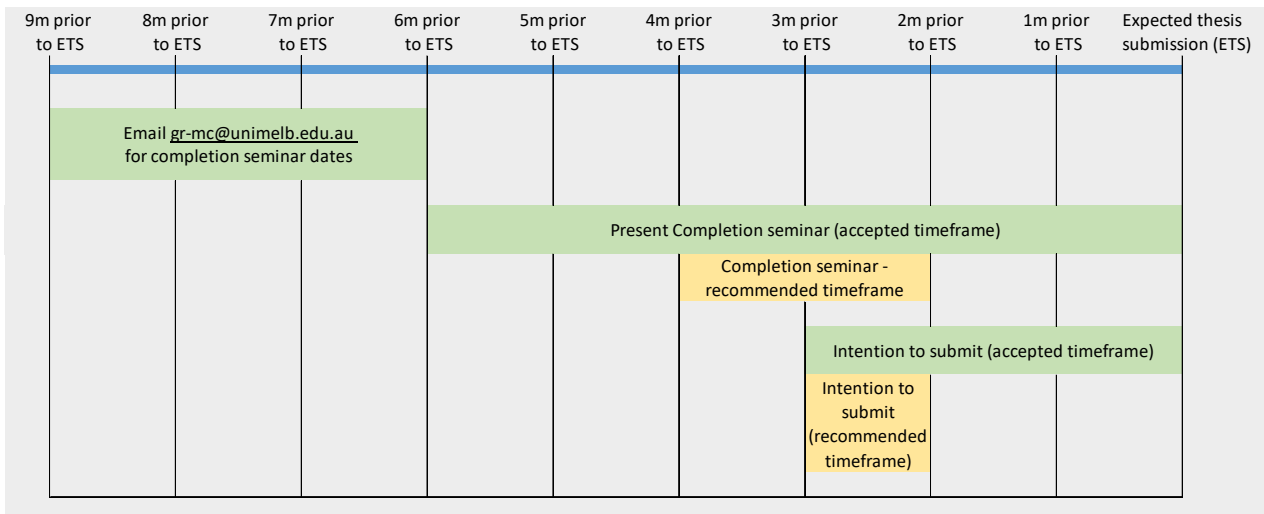
## 10.4. Graduate Research completion requirements (PhD & Masters)

The completion timelines are the same for all students: PhD and Masters, full-time and part-time.

### ETS = Expected thesis submission.

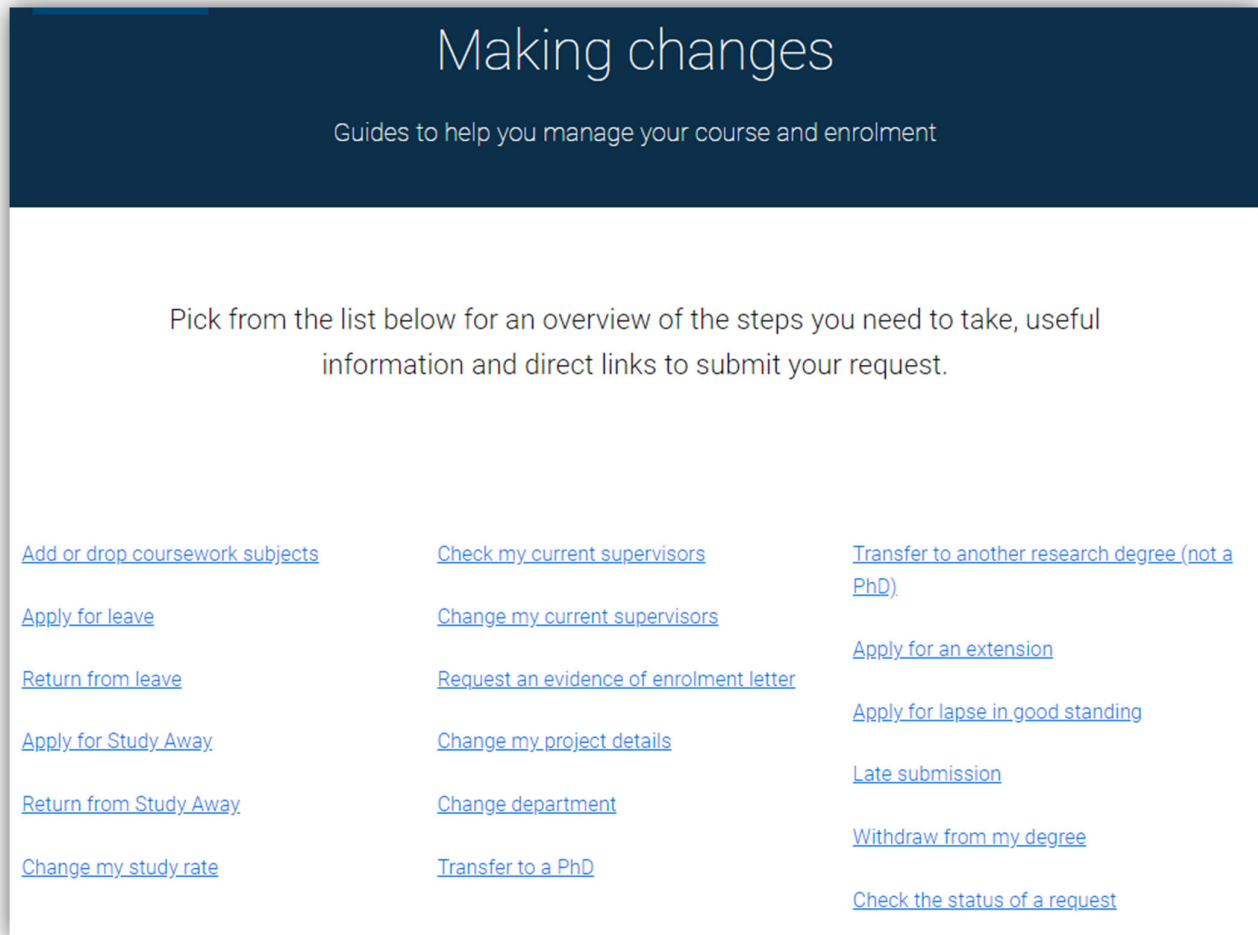
The ETS is the date the student expects to be ready to submit their thesis, not the estimated work submission date that is automatically determined by the University.

For PhD students the ETS can be any time between 2y and 4y FTE and for Masters by Research students the ETS can be any time between 6m and 2y FTE. The ETS is different for each student and depends on the student's project and progress.



## 11. 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 candidature changes. The variation to candidature request forms can be found on the Student Portal as well as through a link on the relevant [Graduate Research Hub Making changes](#) page.



Making changes

Guides to help you manage your course and enrolment

Pick from the list below for an overview of the steps you need to take, useful information and direct links to submit your request.

<a href="#">Add or drop coursework subjects</a>	<a href="#">Check my current supervisors</a>	<a href="#">Transfer to another research degree (not a PhD)</a>
<a href="#">Apply for leave</a>	<a href="#">Change my current supervisors</a>	<a href="#">Apply for an extension</a>
<a href="#">Return from leave</a>	<a href="#">Request an evidence of enrolment letter</a>	<a href="#">Apply for lapse in good standing</a>
<a href="#">Apply for Study Away</a>	<a href="#">Change my project details</a>	<a href="#">Late submission</a>
<a href="#">Return from Study Away</a>	<a href="#">Change department</a>	<a href="#">Withdraw from my degree</a>
<a href="#">Change my study rate</a>	<a href="#">Transfer to a PhD</a>	<a href="#">Check the status of a request</a>

<http://gradresearch.unimelb.edu.au/being-a-candidate/making-changes>

### 11.1. Changes to project details

To make small changes to your project (e.g. thesis title wording), please complete the form through this link: <https://gradresearch.unimelb.edu.au/being-a-candidate/making-changes/change-project-details#apply>

If a more significant change is required, please first discuss this with your Advisory Committee and inform the [Graduate Research team \(gr-mc@unimelb.edu.au\)](mailto:gr-mc@unimelb.edu.au). A significant change may affect your timelines and could require additional resources.

### 11.2. Taking leave

Graduate Research students have access to the following leave entitlements:

- **Recreation leave:** students can take up to 4 weeks (pro-rata) recreation leave per calendar year. There is no form to complete for this purpose, instead it is by arrangement with their supervisors. These leave entitlements are included in the student's standard candidature time.
- **Leave of absence:** leave of absence pauses a student's candidature for a period of time. Students can request a leave of absence if for any reason they are unable to work on their research for a period of time. The minimum period for a leave of absence request is 2 weeks. Throughout their candidature, a student can take a maximum of 12 months leave in total (24 for months for students confirmed before 1 January 2017).  
**Important note for international students on a student visa:** as maintaining full-time enrolment is a condition of the student visa, graduate researchers on a student visa are only able to request a leave of absence for compassionate or compelling circumstances. Please contact [gr-mc@unimelb.edu.au](mailto:gr-mc@unimelb.edu.au) if you have any questions about this requirement.
- **Parental leave:** In addition to the leave of absence allowance, primary carers are entitled to 12 months leave per pregnancy/ adoption and partners of primary carers are entitled to 8 weeks leave per pregnancy/adoption.

For more information and to request a leave of absence or parental leave, go to <http://gradresearch.unimelb.edu.au/being-a-candidate/taking-leave>.

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

### 11.3. 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, etc.

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>

## 11.4. Change of Study Rate

There are two study rates available to students: full-time (1FTE) and part-time (0.5FTE). Local students can change their study rate at any time.

We recommend that students receiving a scholarship stipend check with their scholarship provider how a change of study rate may affect their payments before submitting a change of study rate request.

A change of study rate will change the student's estimated thesis submission date and as such, may change all future progress review dates. Once the change has been processed, the Faculty will advise the student of the new estimated thesis submission and progress review dates.

**Important note for international students on a student visa:** as maintaining full-time enrolment is a condition of the student visa, graduate researchers on a student visa are unable to change their study rate to part-time. Please contact [gr-mc@unimelb.edu.au](mailto:gr-mc@unimelb.edu.au) if you have any questions about this requirement.

For more information and to request a change of study rate, go to <https://gradresearch.unimelb.edu.au/being-a-candidate/making-changes/change-my-study-rate>.

## 11.5. Changes to supervisors

As the research project progresses, a change in the supervisory panel or Advisory Committee is sometimes required.

Please inform the [Graduate Research team \(gr-mc@unimelb.edu.au\)](mailto:gr-mc@unimelb.edu.au) before submitting a request to change your supervisors/Advisory Committee as this type of change requires Department approval.

## 11.6. Add or drop coursework subjects

Graduate research students can enrol in coursework subjects to complement their research studies and develop research expertise and breadth of knowledge. The maximum coursework allowance for PhD students is 100 credit points. Masters by research students can enrol in up to 50 credit points of coursework subjects.

To enrol in a coursework subject, the approval of both the student's supervisor and the coursework subject coordinator is required.

Coursework subjects can be found in the online University of Melbourne [Handbook](#). Only subjects at graduate level or above are allowed. The subject coordinator's details can be found in the subject entry under the tab 'Dates and times'. You are expected to contact the subject coordinator directly to request approval to enrol in the subject.

Once you have received the approval of both your supervisor and the subject coordinator, you can submit the request to add coursework through your [student portal](#).

<http://gradresearch.unimelb.edu.au/being-a-candidate/making-changes/coursework>

## 12. Wellbeing and student support

### 12.1. Mental Health Crisis support

#### University of Melbourne Counselling and Psychological Services

For mental health crisis support during office hours (Mon – Fri, 9am – 5pm): call 8344 6927  
For mental health crisis support outside office hours: call 1300 219 459 or text 0480 079 188

#### MCRI EAP Program Benestar

For mental health crisis support: call 1300 360 364

### 12.2. Free short term counselling services for students

#### University of Melbourne Counselling and Psychological Services

Available to all students enrolled through the University of Melbourne

Book an appointment online through <https://services.unimelb.edu.au/counsel#appointments>

#### University of Melbourne Medical School Health and Wellbeing Service

Available to graduate research students enrolled through the University of Melbourne Medical School (incl. Department of Paediatrics)

Book an appointment online through <https://medicine.unimelb.edu.au/study/current-student-resources/mms-students-resources/support>

#### MCRI Employee Assistance Program: Benestar

Available to staff and Graduate Research Students with an MCRI appointment

More information: <https://intranet.mcri.edu.au/rso/environment-health-and-safety/health-and-wellbeing/mental-health#benestar>

#### RCH Employee Assistance Program: Converge

Available to staff and Graduate Research students with an RCH appointment

More information: [https://www.rch.org.au/ohs/staff-health/Mental\\_health\\_and\\_wellbeing/](https://www.rch.org.au/ohs/staff-health/Mental_health_and_wellbeing/)

## 12.3. Other Wellbeing Resources

### RSA Social Events

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](mailto:childrenscampus.rsa@gmail.com)

### CAPS Student Workshops

The University of Melbourne Counselling and Psychological Services (CAPS) offers free workshops on a range of personal development, mental health and wellbeing issues each semester. Mental Health First Aid and other training programs are also available to students.

Some of the topics they cover:

- Resilience and wellbeing
  - Managing stress and how to relax; Better sleep; How to be kind to yourself; Changing negative thinking; Boundaries and effective communication; Overcoming loneliness and isolation
- Enhance your learning
  - Optimising focus and attention; Studying on the spectrum; Overcoming procrastination
- Anxiety management
  - Break free from anxiety (2 x 2.5hr sessions); Overcoming social anxiety
- Mindfulness
  - Midday mindful moments (30 mins twice weekly); Mindfulness for stress management (8 x 1.5 hour weekly sessions)
- International student
  - Managing family and societal expectations; Making difficult decisions
- Special interest programs
  - Exploring your sexuality or gender identity
- Mental Health First Aid (MHFA) training

For more information and to sign up: <https://services.unimelb.edu.au/counsel/home#workshops>

### Murrup Barak Indigenous Student Support

The Murrup Barak Student Success Team coordinate student resources and events, and work alongside the Indigenous student body, Academic Divisions and University Services to support your experience at the University of Melbourne. The Team has dedicated Indigenous Student Success Officers who can offer advice and support on a wide range of academic, cultural and personal matters.

More information: <https://murrupbarak.unimelb.edu.au/study/current-students>

### Student Equity and Disability Support

Student Equity and Disability Support provide services for students who need ongoing assistance with their studies.

More information: <https://students.unimelb.edu.au/student-support/student-equity-and-disability-support>



### Faith and spiritual care (Chaplaincy)

A chaplain is a person appointed by a religious group to support the students and staff of the University. Each Chaplain is appointed with the approval of the Vice-Chancellor, and is dedicated to working in a context of respect for all religions and expressions of faith. Chaplains are part of the broader support network at the Uni, and available for online or phone conversations right now if you need to talk.

More information: <https://students.unimelb.edu.au/student-support/health-and-wellbeing/faith-and-spirituality>

### Stop 1 International student support appointments

More information: <https://students.unimelb.edu.au/student-support/support-for-international-students/appointments>

### MCRI Wellbeing events

The MCRI Health, Safety and Wellbeing team organises a number of sessions throughout the year to support wellbeing. You can find further details on the MCRI Intranet under Staff Resources > Health and Wellbeing.

The MCRI MS Teams channel Eat.Move.Relax allows you to connect with other staff in a club of your interest. More information [here](#).

### Science of Wellbeing course

This free online course offered by Yale through Coursera encourages you to engage in a series of challenges designed to increase your own happiness and build more productive habits. Highly recommended!

For more information and to sign up: <https://www.coursera.org/learn/the-science-of-well-being>

### Managing your mental health during your PhD – online book

This book by Zoë Ayres resulted from the author's own PhD journey. The book provides tips and tricks on mental health management, explores environmental factors that impact mental health and examines the research culture.

"Managing your mental health during your PhD" can be accessed through the following link. Log in with your University of Melbourne account to access the full resource. <https://link.springer.com/book/10.1007/978-3-031-14194-2>

### Other Resources

- Your GP
- Mental Health websites
  - <https://headtohealth.gov.au/>
  - <https://beyondblue.org.au/>
  - <http://www.blackdoginstitute.org.au/>
  - <https://www.headspace.org.au/>
- Self-help programs, resources and apps
  - <https://www.thedesk.org.au/>
  - <https://www.mycompass.org.au/>
  - <https://moodgym.com.au/>
  - <https://mindspot.org.au/> (need Medicare to access)
  - <https://au.reachout.com/tools-and-apps>
  - <https://www.smilingmind.com.au/>
  - <http://moodmission.com/>

## 12.4. Other Student Support Resources

### University of Melbourne Student Union (UMSU)

The University of Melbourne Student Union (UMSU) is a non-profit organisation run by students for students. Their aim is to provide quality experiences on campus that create a community for students, staff and visitors from a wide variety of backgrounds and experiences. As a University of Melbourne student, you have access to all Student Union services, including a community of other like-minded students; art, culture and fun; support services to help you when you need it; and representation on the issues that affect you.

Please see <https://umsu.unimelb.edu.au/> for the full range of services they provide.

### UMSU Advocacy Service

UMSU offers a free and confidential advocacy service for students. You may wish to use this service if you need advice and advocacy related to a course problem, assessment issue, complaint or appeal or general advice.

For more information, go to <https://umsu.unimelb.edu.au/support/advocacy/>

## 13. 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, bullying, harassment, vilification or victimisation. Behaviours by supervisors, colleagues, University staff members or students that are inconsistent with this objective are not tolerated.

If you feel in immediate danger while at the Melbourne Children's Campus, call the **RCH emergency contact number: 22 22**

### 13.1. Resolving inappropriate workplace behaviour

The first step in resolving inappropriate behaviour is to speak to someone you trust. This could be:

- a supervisor
- a member of your Advisory Committee
- [Ms Carmen Van Tiggel](#) (Dept of Paediatrics GR programs coordinator)
- [Mr Xavier Busuttill-Crellin](#) (MCRI student officer)
- President of the RSA (2023 co-presidents Lottie Gasparini and Hannah Morgan)

We encourage you to do so not only if you are the target of inappropriate behaviour, but also if you witness any inappropriate behaviour on our Campus.

The Melbourne Children's Campus partners have policies and procedures to resolve inappropriate workplace behaviours. Please see further details on the following pages.

### 13.2. Appropriate workplace behaviour

As a student on our Campus you are also required to adhere to the appropriate workplace behaviour policies. To consult these policies, please follow the links below:

- [University of Melbourne Appropriate Workplace Behaviour Policy](#)
- [MCRI Anti-Discrimination, Harassment and Bullying Policy](#)
- [Royal Children's Hospital's Safe Workplace Behaviours Procedure](#)

### 13.3. University of Melbourne: resolving inappropriate workplace behaviour

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

#### 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.

Apart from your supervisors and Advisory Committee, you can also expect confidential support from:

- [Ms Carmen Van Tiggel](#), Graduate Research Programs Coordinator
- [Prof Nigel Curtis](#), Graduate Research Coordinator
- Member of the Melbourne Children's Graduate Research Committee (see list of members [here](#))
- Mr David Pethick, Department of Paediatrics Manager
- [Prof Sarath Ranganathan](#), Head of Department of Paediatrics
- [University of Melbourne Safer Community Program](#)

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/>

#### Speak Safely portal

The University of Melbourne Speak Safely portal allows you to report sexual misconduct and other inappropriate behaviour with the option to remain anonymous. It offers an encrypted chat function that allows you to chat to someone with relevant experience.

- More information: <https://safercommunity.unimelb.edu.au/sexual-misconduct/report-sexual-misconduct/speak-safely-at-the-university-of-melbourne>
- Access the portal: <https://unimelb.elker.com/report>

#### 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:

<https://students.unimelb.edu.au/explore/complaints-and-grievances>

#### 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>

#### Further Resources:

- [Graduate Research Hub: Resolving Problems](#)
- [University of Melbourne Student Union supervision resolution](#)
- [Student complaint and grievances policy](#)
- [Appropriate Workplace Behaviour Policy](#)

### **13.4. Royal Children’s Hospital: resolving inappropriate workplace behaviour**

The Royal Children’s Hospital’s Safe Workplace Behaviours Procedure can be found at [https://www.rch.org.au/policy/policies/Safe\\_and\\_Positive\\_Workplace\\_Behaviours\\_Procedure/](https://www.rch.org.au/policy/policies/Safe_and_Positive_Workplace_Behaviours_Procedure/)

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.

### **13.5. Murdoch Children’s Research Institute: resolving inappropriate workplace behaviour**

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.

## 14. Travel Support

### **Department of Paediatrics travel support**

There are a number of travel scholarships available to assist graduate researchers 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 Children's Research Institute Student Conference Support Scheme is available to MCRI Graduate Research 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 GR students) who fulfil all eligibility criteria.

More information: <https://intranet.mcri.edu.au/research-and-science/students/student-conference-support>

## 15. Skills and professional development

### 15.1. Graduate Research candidature

#### Graduate Research Hub

The Graduate Research Hub (<http://gradresearch.unimelb.edu.au/>) provides 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

On the Graduate Research Hub you can also find upcoming seminars for Graduate Researchers:

<https://gradresearch.unimelb.edu.au/developing-my-skills/development-and-training>

### 15.2. Research Support

#### University of Melbourne Research support workshops

Tech Skills and tools: <https://gradresearch.unimelb.edu.au/developing-my-skills/development-and-training/tech-skills-and-tools>

Researcher essentials: <https://gradresearch.unimelb.edu.au/developing-my-skills/development-and-training/researcher-essentials>

#### 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.

<https://www.mcri.edu.au/research/facilities-resources-and-training/clinical-research-development-office-crdo>

#### RIOT – Research integrity online training

Online course with face-to-face workshops to equip you with skills and knowledge to understand your research integrity responsibilities. Mandatory requirement of Graduate Research degree.

<https://catalog.lms.unimelb.edu.au/browse/communities/courses/research-integrity-online-training-riot>

#### Managing Data @Melbourne

Managing Data @Melbourne is the University's research data management training program. It consists of six short modules which outline the fundamental practices of good data management. Develop the skills you need to draft your research data management plan.

[https://library.unimelb.edu.au/digital-stewardship/training\\_and\\_outreach/data](https://library.unimelb.edu.au/digital-stewardship/training_and_outreach/data)

## 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:

- Finding information
- Supporting your grant
- Managing Information and data
- Publishing and sharing
- Measuring impact
- Preserving and archiving

More information: <http://library.unimelb.edu.au/research>

## Qualitative Research Journeys

Qualitative Journeys is a resource that aims to assist novice qualitative researchers to develop an understanding of how to conduct qualitative research. The resource is designed for students undertaking a qualitative research project for the first time. It is suitable for students at all levels, including PhD.

<https://medicine.unimelb.edu.au/school-structure/medical-education/research/qualitative-journey#about>

## Melbourne Bioinformatics

Providing bioinformatics support for all researchers and students in Melbourne's biomedical and biosciences precinct.

<https://www.melbournebioinformatics.org.au/>

## Melbourne Coder Network

Find digital experts to help you with your projects.

<https://codernetwork.researchsoftware.unimelb.edu.au/>

## Research Gateway

Visit the Research Gateway for research resources available to you in the University, FAQs and the research helpline.

<https://gradresearch.unimelb.edu.au/developing-my-skills/research-skills/resources/research-gateway>

## Introduction to Python

An online self-paced introductory course in the Python programming language. Useful for graduate researchers whose research involves programming.

<https://gradresearch.unimelb.edu.au/getting-started/resources-for-students/online-courses-and-workshops/introduction-to-python>



## 15.3. Writing and Communication skills

### Upcoming communication and writing workshops

<https://gradresearch.unimelb.edu.au/developing-my-skills/development-and-training/communication-and-writing>

### 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.

<https://students.unimelb.edu.au/academic-skills/one-on-one-advice>

### Thesis Writers' Community

The Thesis Writers' Community on LMS will help you develop your thesis writing skills, from the outset to final submission. Created, monitored and regularly updated by Academic Skills, this online community will enhance your understanding of readers' expectations of your thesis, the writing journey and thesis structure. It also provides a roadmap for approaching key tasks and considerations at all stages of your thesis, as well as a discussion forum to facilitate your thinking and learning through dialogue with other thesis writers.

<https://catalog.lms.unimelb.edu.au/browse/communities/courses/thesis-writers-community>

### ESL course: Presenting Academic Discourse (LING90002)

[Presenting Academic Discourse \(LING90002\)](#) targets graduate research students with English as a second language. The subject runs for one semester and students can use some of their [coursework subject](#) allowance to enrol in this subject. The subject is available in semester 1 and semester 2.

The subject focusses on the academic writing and speaking tasks that all graduate research students have to complete: writing a critical review of a study, writing a section of a literature review, presenting on research – all within the students' field of study. Each writing assignment has two drafts, to give students the opportunity to incorporate the original feedback in the final version.

### 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 3 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](mailto:gr-mc@unimelb.edu.au) for more information or 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.

<http://melbourne-cshe.unimelb.edu.au/events/key-topics/3mt>

## 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.

<https://gsa.unimelb.edu.au/study-skills/shut-up-and-write/>

## GSA Thesis Bootcamp

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

<https://gsa.unimelb.edu.au/study-skills/virtual-thesis-bootcamp/>

## RSA Thesis Bootcamp

The RSA organises a yearly full day Thesis Bootcamp. Contact RSA for more details:

[childrenscampus.rsa@gmail.com](mailto:childrenscampus.rsa@gmail.com)

## Other Writing and Communication Resources

Academic Skills: <https://students.unimelb.edu.au/academic-skills/explore-our-resources>

## 15.4. Statistical Support

### CEBU Research Methods courses

Graduate Research students enrolled through the Department of Paediatrics can access the following Clinical Epidemiology and Biostatistics Unit (CEBU) Research Method courses free of charge:

- Designing your research study
- Introduction to biostatistics
- Observational studies: modern concepts and analytic methods

It is strongly recommended that the three courses be taken in sequence and that students complete all three courses. The later ones assume familiarity with concepts, language and techniques introduced earlier.

Please carefully read the description of the courses on the [CEBU website](#) to determine whether the course is relevant for you. Only sign up if you are confident you will be able to attend.

<https://www.mcri.edu.au/research/facilities-resources-and-training/cebu-short-courses-and-training/quantitative-research>

### 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.

More information: <https://scc.ms.unimelb.edu.au/>

### Coursework: Statistics for Research Workers (MAST90007)

This coursework subject is designed to provide students with detailed training in statistical methods as applied to the design and analysis of projects undertaken by postgraduate students across all disciplines.

<https://handbook.unimelb.edu.au/2023/subjects/mast90007>

### Other Statistical Resources

CEBU: <https://www.mcri.edu.au/research/facilities-resources-and-training/cebu-short-courses-and-training>

Statistical Consulting Centre: <https://scc.ms.unimelb.edu.au/>

## 15.5. Career Preparation

### University of Melbourne Careers resources

The Careers' team can help you to explore employment options, craft your resume and cover letter or apply for an internship.

More information: <https://students.unimelb.edu.au/careers>

### Australian Postgraduate Research (APR) Intern

[APR.Intern](#) is a program offering PhD students an opportunity to work in industry-based R&D internships for 3 to 5 months. Placing students across all sectors and all disciplines, APR.Intern aims to transform the PhD experience and foster university-industry collaboration.

The student works under the guidance of an Industry Supervisor and an Academic Mentor (usually the PhD supervisor). Both play a vital role in nurturing the student's professional development and ensuring successful fulfilment of the project's research goals. The student and their Academic Mentor are paid, with all payments counted as HERDC research funding. The internship also creates potential for future university-industry linkages and opportunities for employment in the Australian commercial sector.

The internship is completed while the student is under examination (at thesis submission and before completion). PhD students who submit at least 3 months prior to 4 years FTE of candidature are eligible to apply provided they have their supervisor's approval.

To organise an internship contact APR.Intern at least 6 months prior to estimated thesis submission. For more information and to apply, go to <https://aprintern.org.au/>.

## **Appendix 1: Department of Paediatrics Graduate Research Commencement Checklist**

# Department of Paediatrics

## Graduate Research

### Commencement Checklist



To be completed by Graduate Research student and principal supervisor during the first supervision meeting.

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

#### 1. Advisory Committee composition

Chair	
Other committee member(s)	
Principal supervisor	
Co-supervisors	

The Advisory Committee is tasked with supporting students, assessing progress and providing confidential counsel. The full Advisory Committee is required to attend each Progress Review meeting as well as the Completion Seminar. To ensure gender equity, there should be at least one Advisory Committee member of the same gender as the student. The Committee should include the following members and remain in place from enrolment to submission of the thesis, excluding periods of leave of absence or lapsed candidature:

- **Supervisors:** the student’s principal supervisor, all co-supervisor(s) and external supervisors
- **Chair of the Advisory Committee:** The Department of Paediatrics has compiled an Advisory Group list comprised of senior members of staff who have been approved to represent the MCGRC Committee as Chair on students’ Advisory Committees. A current list of the Advisory Group can be requested from [gr-mc@unimelb.edu.au](mailto:gr-mc@unimelb.edu.au). The Chair must be independent from the student’s project and supervisors and as such, cannot be part of the same cluster or research group. The role of the Chair is to make sure that University of Melbourne policy is followed. The Chair is therefore not required to be an expert in the area of the student’s research.
- **Senior Researcher:** a senior researcher (postdoc and above) who is independent from the student, their project and supervisors.
- Additional members are optional. All members need to be independent from the student, their project and supervisors. A graduate research student can never be part of another candidate’s Advisory Committee.

**The Advisory Committee should not exceed a total of 6 members (including student and supervisors).** The larger the Advisory Committee, the more difficult it will be for the student to schedule in Progress Review meetings. The MCGRC can consider special requests to exceed the maximum of 6 members on a case by case basis if an explanation is provided as to why the additional supervisor or Advisory Committee member is deemed indispensable.

The MCGRC Committee will review the Advisory Committee composition of all Department of Paediatrics’ students upon receipt of the Department of Paediatrics Graduate Research Commencement Checklist. The MCGRC may request changes or additions to the Advisory Committee at any time during candidature. **The Advisory Committee needs to be endorsed by the MCGRC prior to the pre-confirmation meeting.**

While it is expected that the student’s Advisory Committee will remain the same throughout their candidature, changes are allowed in exceptional circumstances as long as the Advisory Committee continues to fulfil the requirements set out in these guidelines. To request a change to your Advisory Committee, send the details to [gr-mc@unimelb.edu.au](mailto:gr-mc@unimelb.edu.au) for consideration and endorsement by the MCGRC.

## 2. Student and supervisor relationship

Have you discussed and reached an agreement about the following:

### 2.1 Supervision meetings

Document the agreed frequency and means of contact on the Graduate Research Supervisory Agreement

- Meeting preparation (e.g. scheduling, agenda)  
[Click here to enter text.](#)
- Meeting records (e.g. will minutes be taken and shared?)  
[Click here to enter text.](#)

### 2.2 Research plan and thesis structure

- Research plan – provisional timelines  
[Click here to enter text.](#)
- Thesis with or without publication  
[Click here to enter text.](#)

### 2.3 Progress and feedback

- How will progress be measured?  
[Click here to enter text.](#)
- Expectations for pre-confirmation and confirmation  
[Click here to enter text.](#)

### 2.4 Expectations

- What support can student expect from principal supervisor and supervisory panel?  
[Click here to enter text.](#)
- What does the principal supervisor and supervisory panel expect from student?  
[Click here to enter text.](#)

### 2.5 Wellbeing

- Is there a wellbeing risk inherent to the project? If so, what support is available?
- What are the potential student's / supervisor's stressors?
- What resources are available for periods of stress?  
[Click here to enter text.](#)

### 2.6 Resolving problems

- Do you understand the processes and avenues for resolving problems?  
*See Department of Paediatrics Student Handbook p33*

### 2.7 Appropriate workplace behaviour policy

- Are you aware of the [University of Melbourne Appropriate Workplace Behaviour Policy?](#)

## 3. Authorship

- Discuss any potential conflicts of interest (e.g. implications arising from funding agreements or collaborations)
- Discuss the need for open and ongoing discussions about authorship arrangements
- Obtain and register your ORCID ID [https://unimelb.libguides.com/researcher\\_profiles/orcid](https://unimelb.libguides.com/researcher_profiles/orcid)  
ORCID ID: [Click here to enter text.](#)





## **Appendix 2: Hurdle Requirement Report**

## Department of Paediatrics Hurdle requirements report

Student Name	
Student ID	

This report will help you and your advisory committee to keep track of your hurdle requirement completion throughout your candidature. Upon attending a seminar or workshop or completing a presentation, make note of the date on this report. Hold on to the report from the start until the end of your candidature and update as you go. You will need to present the report to your advisory committee during your annual progress reviews. Both you and your chair need to sign the report at each progress review meeting.

This report has been reviewed at below confirmation/progress review meetings by the advisory committee:

Date meeting	Meeting Type (pre-confirmation / confirmation / progress review)	Signature Student	Signature Chair of Advisory Committee

### **Mandatory presentations** (for all currently enrolled GR students)

	Timing	Date presented
3MT	After confirmation	
Completion Seminar	No more than 6 months before thesis submission	

### **Internships**

Students are eligible to complete an Internship on timely submission of their thesis and upon their supervisor's approval. For more information: <https://aprintern.org.au/>.

If you are interested, discuss with your eligibility with your supervisor.

## Mandatory academic skills topics – Child and Adolescent Health PhD Program

PhD students who started their enrolment after 1 January 2018 are required to attend the below workshops over the course of their candidature. Your Advisory Committee will review your compliance during the yearly progress review meetings. Any exemption to the mandatory topics on the grounds of previous training or experience need to be approved by the Chair of your Advisory Committee.

Masters by research students and PhD students enrolled prior to 2018 are strongly encouraged to attend.

Most of the sessions will be covered during Orientation, the Academic Skills sessions and the annual Graduate Research Student and Supervisor Seminar. The topics will be offered more than once over the three years. Some sessions are available in the Media Gallery of the Department of Paediatrics Graduate Research [LMS](#) Community.

Mandatory for:	Topic	Date attended / Reason for Exemption
All students	Orientation	
All PhD students	CEBU: Designing your research study (formerly Foundations of Health Research Methods / Getting Started in Clinical Research)	
All PhD students	CEBU: Introduction to Biostatistics	
All PhD students	Introduction to human genetics & genomics	
All PhD students	Critical thinking and analysis	
All PhD students	Writing a scientific paper for publication	
All PhD students	Where to publish	
All PhD students	Communication skills:	
	• poster presentations	
	• making the most of conferences	
	• effective presentations	
All PhD students	• social media	
	Knowledge translation	
All PhD students	Careers post PhD	
All PhD students	Being prepared for research academia	
Clinical and Public Health PhD students	Clinical Research and Development Office (CRDO) core workshops:	
	• Ethics Review Process	
	• Informed consent essentials	
Clinical and Lab PhD students	• Good clinical practice (GCP) = Good research practice	
	Obtaining, using and storing biosamples from children	

## Optional academic skills topics – Child and Adolescent Health PhD Program

These sessions will be covered during the Academic Skills sessions, annual Graduate Research Student and Supervisor Seminar or separate workshops. These topics will be run at least once every three years. Some of these topics will be organised by the Melbourne Children’s Research Student Association (RSA).

All students are encouraged to attend.

Topic	Date(s) attended
Bioinformatics	
Commercialisation and intellectual property	
Job application & CV writing	
Paper writing boot camp	
Shut up and write	
Thesis boot camp	







