



Welcome Pack

For HPE Graduate
Researchers

Faculty of
Medicine,
Dentistry and
Health Sciences



Contents

Welcome	3
Acknowledgement of Country	3
Health Professions Education in the MDHS	4
Getting started	5
General orientation information.....	5
OHS modules and induction.....	5
IT setup	6
Booking meeting rooms	7
Candidature	8
Supervision	8
Supervisor agreement	8
Communicating with supervisors	8
Progress review	11
Advisory committee	11
Progress review milestones	12
Graduate research meetings: Pre-confirmation, Confirmation and Progress Review.....	13
General meeting structure	13
Pre-confirmation meeting.....	15
Confirmation meeting.....	16
Progress Review meetings	17
“At risk” Process.....	17
Thesis completion and examination	18
Examination by viva.....	19
Graduate research development and resources	20
Opportunities for research presentation and participation	20
Development opportunities	20
Graduate researcher supports	22
Important contacts.....	23
Top tips for a successful candidature	24





Welcome

Welcome to Health Professions Education research at the University of Melbourne. We are delighted to have you join us and we aim to support you as best we can throughout your research journey.

This welcome pack will provide you with the information you need to get started with your research, including details on each major milestone of your candidature. There is also a table of important contacts at the end of this document if you need further advice or information.

Acknowledgement of Country

The University of Melbourne would like to acknowledge the peoples of the Kulin Nations, particularly the Wurundjeri peoples, as the Traditional Owners and ongoing custodians of the unceded land on which we teach and conduct our research. We would like to pay our respects to elders past and present.

We recognise the contribution of Indigenous peoples to the culture of the University and our community, and respect the deep knowledge embedded in Indigenous culture and practices. Through collaboration, we look forward to fostering respectful relationships between Indigenous and non-Indigenous Australians.

Health Professions Education in the MDHS

The Faculty of Medicine, Dentistry and Health Sciences is an extremely diverse faculty comprised of six schools, and a number of departments and centres. The MDHS is renowned for global leadership in health research, policy, and practice.

We are working towards becoming a centre of excellence in the scholarly discipline of Health Professions Education (HPE). The HPE research and scholarship focus across the MDHS aligns with the broader [research strategy](#) to recruit and develop innovative scholars and to achieve and maintain global impact. We welcome higher degree research students and our postgraduate courses in clinical teaching, research and leadership provide plenty of opportunities to develop lifelong skills in these vital areas.

The MDHS is based in Parkville, however, research and education are strongly linked to the associated Clinical Schools, including those in inner-east, north-west and rural zones.

For more information on the MDHS, please visit the MDHS website.

[Learn more](#)

Within the MDHS, we have many different areas that are involved in HPE research and scholarship. These include:

- the Department of Medical Education (DME),
- the Collaborative Practice Centre,
- the Department of Critical Care,
- the Department of Paediatrics,
- the Centre for Digital Transformation of Health, and
- the School of Health Sciences.

This welcome pack contains information relevant to HPE graduate researchers across the MDHS Faculty, however most HPE graduate researchers are enrolled through the Department of Medical Education (DME) so some information relates specifically to the DME. If you are enrolled elsewhere and require information that is specific to your department, please liaise with your Graduate Research Coordinator/Administrator or primary supervisor.



Getting started

General orientation information

See the University Orientation and Induction for Graduate Researchers.

Learn more



Student card

Your student 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.

Obtain your student card



Unique Student Identifier (USI)

A USI is a government-issued reference code which uniquely identifies you as someone who has undertaken education or training in Australia.

Learn more



Human research ethics

Your research will likely require ethics approval. You can learn more about ethics applications through the University in the link below.

Learn more

OHS modules and induction

As a Graduate Research student, you are required to complete two mandatory online modules:

- OHS Roles and Responsibilities, and
- Manual Handling and Ergonomics.

You will receive an email with instructions on how to complete these modules.

To gain building access, you will be required to complete a local OHS induction. This induction process will vary depending on which department you conduct your research in so please liaise with your Graduate Research Coordinator/Administrator or primary supervisor regarding the process.

All HPE Graduate Researchers are welcome to access the Graduate Research Room in the DME (Medical Building, Level 7, Room 725). This room is a dedicated space for Graduate Researchers and is set up with computer monitors, additional desk space, whiteboards etc. We encourage all HPE Graduate Researchers to use this space which offers an opportunity to engage and learn from other Graduate Researchers. Please liaise with your primary supervisor and the DME Graduate Research Coordinator about gaining access to the Graduate Research Room.

✉ DME Graduate Research Coordinator: jillian.huang@unimelb.edu.au

More important contacts on page 22 and 23.

IT setup



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. If you find it difficult to regularly check your University of Melbourne email, we recommend setting up an automatic forward from your University email to your preferred mailbox.

Click on the button to access your University of Melbourne mailbox and student portal. Your username can be different from your email alias. For example, your email alias might be “j.bloggs”, and your username might be “jbloggs15”.

➤ [Login to my.unimelb](#)



Printing

Click on the button below for a guide to the different ways to access printing on campus. If you are having trouble printing, please contact Student IT.

➤ [Learn more](#)



WiFi login

Click on the button below for more information on how to connect to the UniWireless network on campus. You can connect to this network using your University username and password.

➤ [Learn more](#)



If you are having IT issues, please contact [Student IT @ UniMelb.](#)

More important contacts on page 22 and 23.

Booking meeting rooms

There are several meeting rooms in the Medical Building that are available to be booked for a meeting. These rooms vary in size and AV capabilities.

The Medical Building Reception desk has been tasked with managing the bookings of these meeting rooms as well as logging any issues relating to AV, IT and infrastructure for these rooms. Note: the reception desk is attended from 8.45am to 5.00pm Monday to Friday.

The list of meeting rooms available for PhD candidates to book in the Medical Building are shown in the table below. Please note the names they have been allocated in the Outlook Calendar.

Location	Name of room	Capacity	Room name in Outlook Calendar
Level 6	N630 Meeting Room	12-15 AV available	PAR-181-6-N630 Meeting Room
	N631 Meeting Room	2-4 AV available	PAR-181-6-N631 Meeting Room
Level 7	N712B Meeting Room	2-3 No AV available	PAR-181-7-N712B-Meeting Room
	DME Library Room	12-15 AV available	PAR-181-7-N714 DME Library Room

Procedure for booking a Meeting Room located in the Medical Building for a meeting.

To book a room, you need to create an event/meeting and add the room as a location. To do this, follow the instructions as you would start the procedure for creating a meeting:

1. Open your Outlook.
2. Change to calendar view.
3. Select the time slot and day in your calendar of when your meeting is to take place.
4. Invite those you wish to attend the meeting.
5. In the Subject line, include the title of your meeting, your name as the host and a contact number. On some occasions, you might need to be contacted if your meeting needs to be relocated to an alternative room.
6. To book the room, select the meeting room in the Med Building by using the 'Rooms' button. There are two ways for selecting the meeting room:
 - a. You can search for all the meeting rooms in the Med Bldg using the 'Location' tab in the meeting invitation, or
 - b. Type the name of the room as shown in the table above in the 'Location' box.
7. Once you have completed setting up the meeting and have pressed send, you will receive an email advising that your meeting has been sent to the administrator to approve. If there are clashes with your meeting, the reception staff will advise and assist you in sourcing an alternative room.

If you are having issues booking a room, discuss with your supervisors or contact the DME Department Administrator, Andrea Meyer (see Important Contacts on page 22 and 23).

Candidature

Supervision

Supervisor agreement

All Graduate Researchers must complete a Graduate Researcher Supervisory Agreement when they commence their candidature. It is a tool to help you and your supervisor(s) discuss expectations.

We suggest you complete this form within the first month of candidature and review it annually to help align expectations as your candidature progresses.

➤ [Graduate Researcher Supervisory Agreement form](#)

Communicating with supervisors

Each supervision team will communicate differently, so it is best to establish expectations about communication processes early in your candidature. Communication needs may also change during your candidature which is another reason completing the [Graduate Researcher Supervisory Agreement](#) each year can be helpful.

Here are some suggestions on how to effectively work with your supervisors.

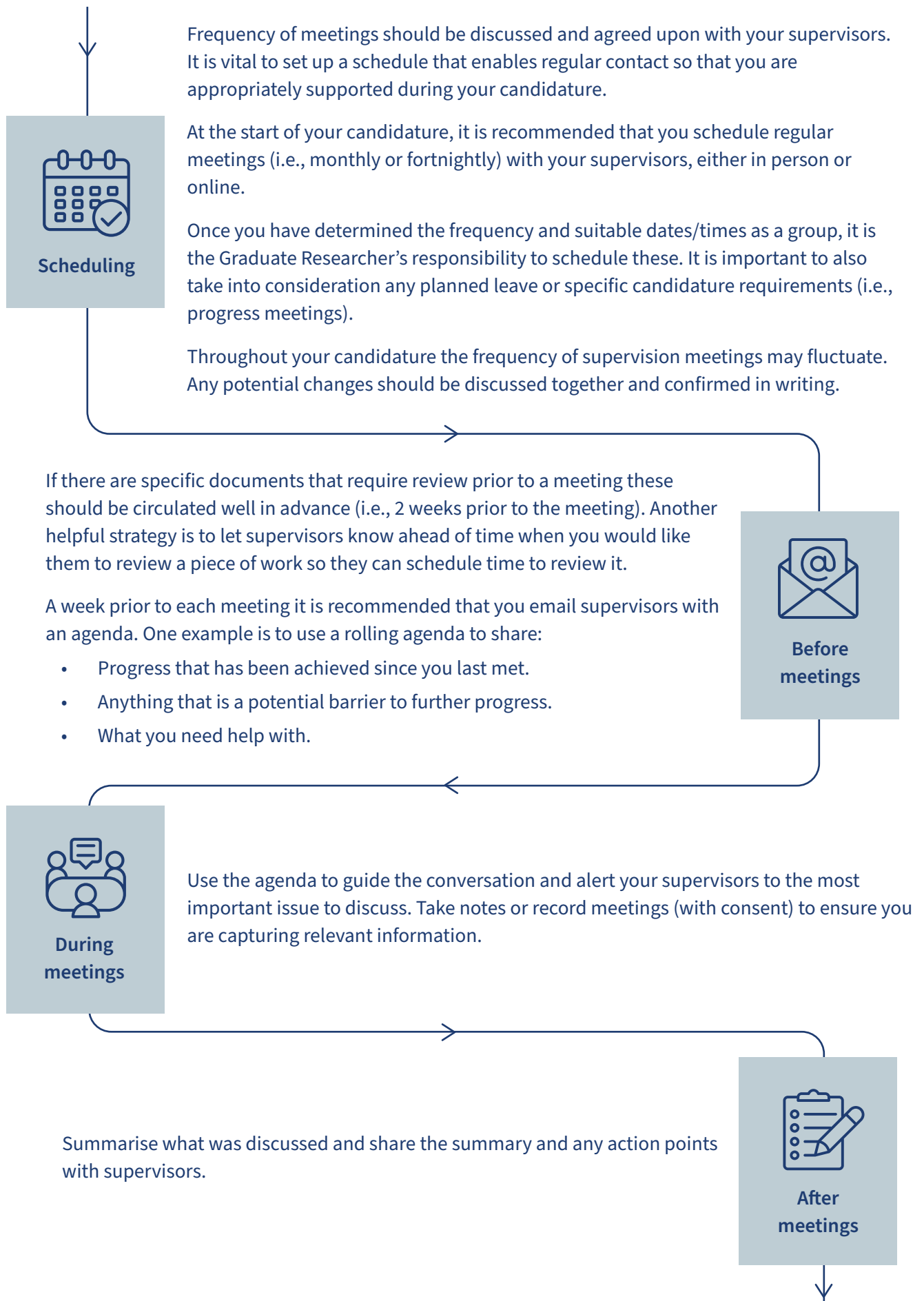
➤ [Working with my supervisors](#)

This article from Utrecht University also provides useful tips about communicating effectively with supervisors.

➤ [Effective supervisor-PhD interactions](#)



Supervision meetings





Sharing documents with supervisors

Determine what the preferred way to share documents is (email attachments or shared drive) and consider using file names that will be easy for supervisors to identify.



Prioritisation of workload

Determine how you will discuss the prioritisation of certain tasks and how you may alert each other if an urgent response is needed.



Feedback from supervisors

Be specific when you ask supervisors for feedback. Within a supervision team there will be different approaches to giving feedback and varying skill sets so think about this when you consider which supervisor to approach for feedback on your work (i.e., if you are working on a specific methodology, does one supervisor have expertise in this area?).



Progress review

University-wide, a progress review process is in place to monitor progress throughout candidature and identify any issues that may arise.

Click on the button for more details.

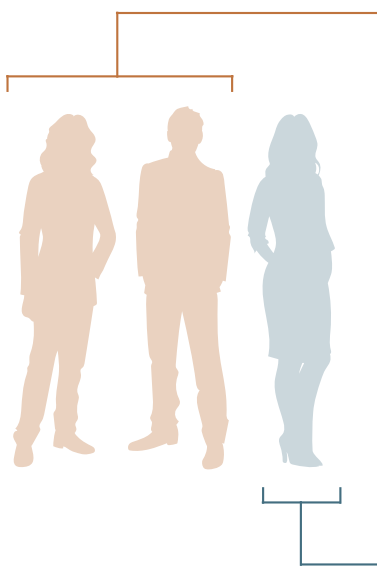
▶ [Reviewing my progress](#)

Progress review involves completing mandatory tasks throughout your candidature. These tasks include progress review reports, presentations and formal meetings that involve the candidate, supervisors and an additional Advisory Committee.

Advisory committee

The Advisory Committee comprises of a Chair and Panel members. An important role of the Advisory Committee is to ensure that your research project is appropriate and can be completed on-time, but they are also in place to act as your mentors.

In the first month of candidature, you will need to discuss your Advisory Committee composition with your supervisors. Once the Advisory Committee Chair and members have confirmed their availability, add their names to the [Graduate Researcher Supervisory Agreement](#).



Advisory Committee Panel

The panel consists of 1-2 academics from relevant fields of research with expertise relevant to the candidate's research. The Panel is expected to review the candidate's progress and to determine in conjunction with the Chair whether progress is on track.

Advisory Committee Chair

The Chair must be a MDHS faculty member who is registered as a principal supervisor but is not associated with your research project. In conjunction with the panel, the Chair is expected to review the candidate's progress and at each milestone they are required to submit the report that inform the University of progress review outcomes. Additionally, the Chair is a point of contact if issues arise that cannot be handled at a supervisory level.

Watch this recording to hear about how two experienced MDHS Advisory Committee Chairs view their role. This video starts with a panel discussion that includes PhD candidates and supervisors. The specific discussion about chairing a Advisory Committee starts 38 minutes into the recording.

▶ [Panel discussion](#)

Progress review milestones

Progress review milestones that occur throughout candidature are represented in the figures below. The university requires Graduate Research candidates to comply with these milestones. The timing of milestones varies depending on the degree you are enrolled in and whether you are a full-time or part-time candidate (refer to Figures 1 and 2). You will receive milestone notifications via email from a central University account, but it is important to plan for these well in advance.

If you are unable to meet milestone deadlines, you should discuss this with your supervisors and can [Apply for an extension](#).

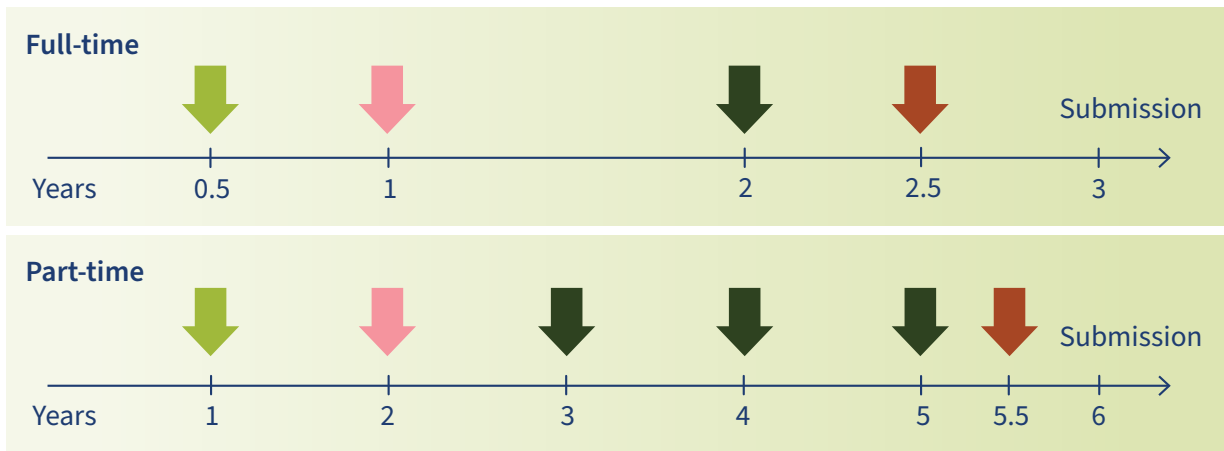


Figure 1: HPE PhD progress review milestones

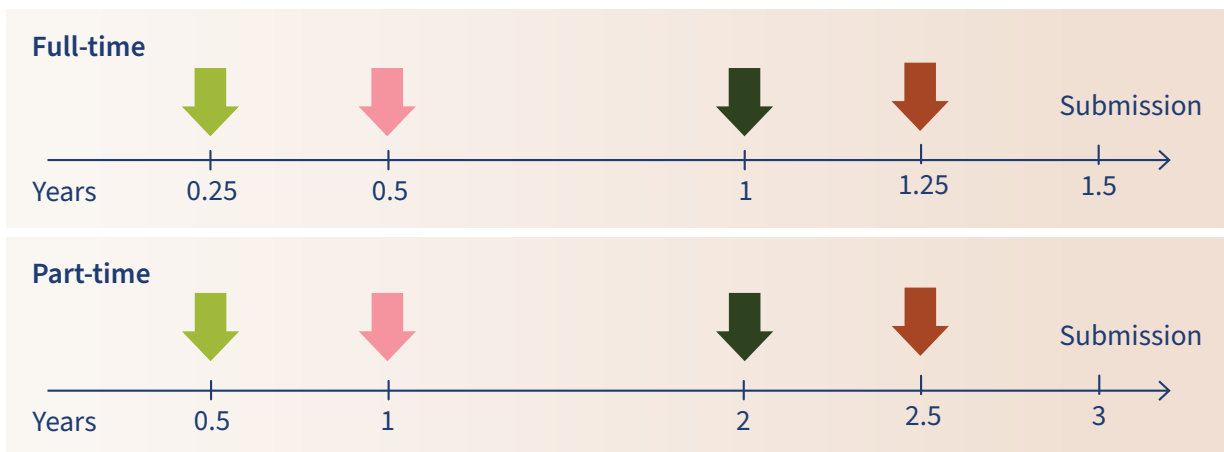


Figure 2: HPE MPhil progress review milestones

Key:

	Pre-confirmation		Confirmation
	Progress review		Completion

Graduate research meetings: Pre-confirmation, Confirmation and Progress Review

These meetings occur at key milestones throughout your candidature. Progress review meetings provide opportunities in a formal setting for the candidate, supervisors, and Advisory Committee members to consider progress of the research, obstacles encountered, current and potential future problems, and improvements that could be made .

This section outlines the key steps and processes for the Pre-confirmation, Confirmation, and Progress Review meetings that are part of your graduate research journey. Each meeting follows a similar structure but has specific details relevant to each stage.

Click on the button for more details about Progress Review.

▶ [Reviewing my progress](#)

General meeting structure

All key meetings (Pre-confirmation, Confirmation, and Progress Reviews) follow a similar structure and require preparation, which includes the following steps:



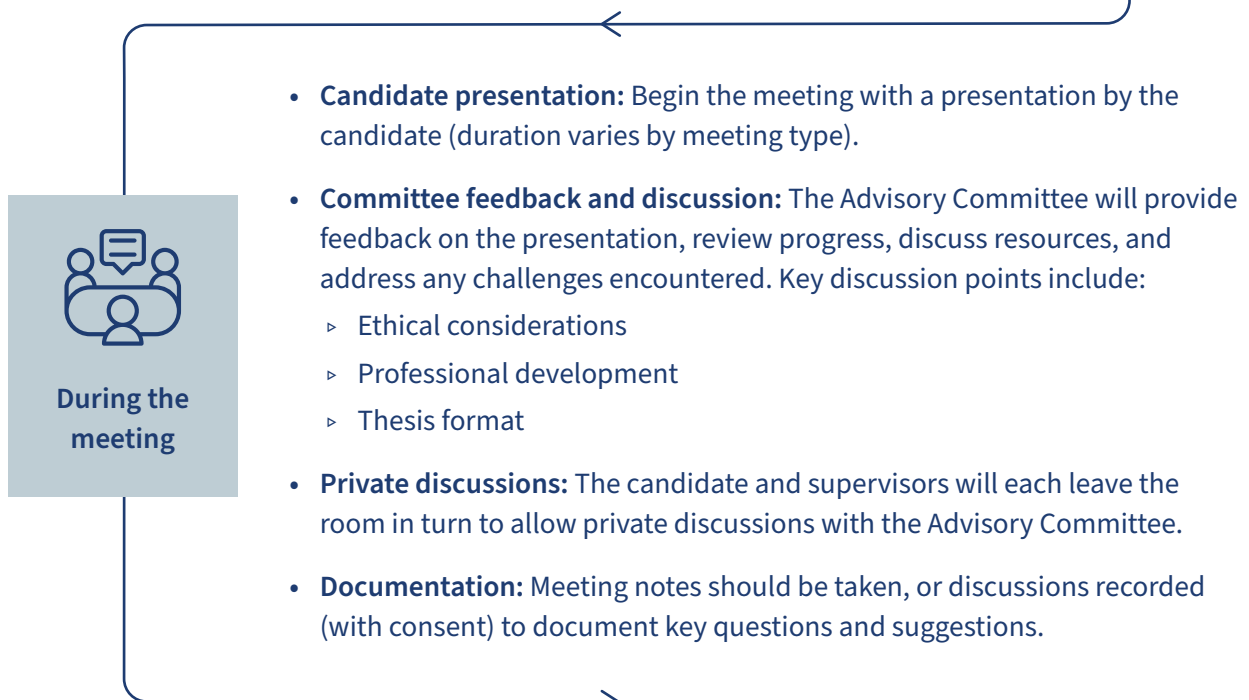
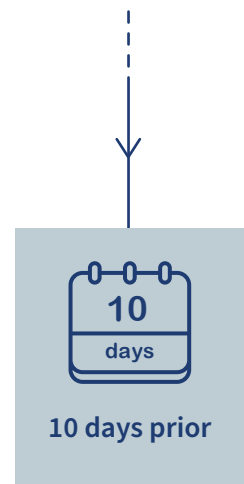
Schedule the meeting

- The candidate is responsible for organising the meeting 2-3 months in advance. It is recommended to send a poll to find a suitable time for the following attendees:
 - ▶ Candidate
 - ▶ All supervisors
 - ▶ Chair of Advisory Committee
 - ▶ Advisory Committee Member(s) (required for Confirmation, optional for Pre-confirmation and Progress Reviews)
- The meeting can be in person, online, or hybrid.
- The recommended duration is 90 minutes.



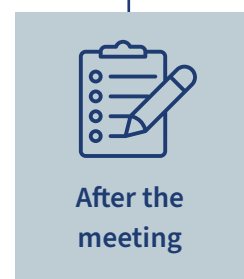
Pre-meeting preparation

- **Submit required documents:** You must submit an online progress review form (which is emailed to you by student services) and attach a required written report specific to each meeting (e.g., pre-confirmation report, confirmation report, or progress review report) at least 10 days before the meeting.
- **Ensure document access:** All meeting attendees must have access to the online form. If any external supervisors or committee members cannot access it, the candidate is responsible for emailing the written report to them directly.
- **Completion of report sections:** The candidate and the primary supervisor must complete their respective sections of the relevant progress review forms.



- **Candidate presentation:** Begin the meeting with a presentation by the candidate (duration varies by meeting type).
- **Committee feedback and discussion:** The Advisory Committee will provide feedback on the presentation, review progress, discuss resources, and address any challenges encountered. Key discussion points include:
 - Ethical considerations
 - Professional development
 - Thesis format
- **Private discussions:** The candidate and supervisors will each leave the room in turn to allow private discussions with the Advisory Committee.
- **Documentation:** Meeting notes should be taken, or discussions recorded (with consent) to document key questions and suggestions.

- **Outcome notification:** The Chair of the Advisory Committee will inform the candidate of the outcome and complete their part of the online form.
- **Summarise discussion points:** Summarise the discussion points from the meeting and distribute them to the supervisors for reference.



Pre-confirmation meeting

Purpose	This is the first meeting with the Chair of the Advisory Committee and 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 for a successful confirmation outcome.
Components	<p>Presentation: A brief (~10 minutes) presentation outlining your research plans and progress to date.</p> <p>Committee feedback and discussion, private discussions and documentation detailed in General Meeting Structure section.</p> <p>Written report: Complete a 1-2 page report that complies with the University's Pre-Confirmation requirements and should include the following items:</p> <ul style="list-style-type: none">• Thesis title and abstract (approx. 100 words)• Research plan and objectives• Progress to date• Timeframes for any pending approvals (e.g., ethics)• Report on approach to and progress with literature review (PhD students only)• Summary of supervisory arrangements, procedures used for documenting formal supervision meetings• Details of any encountered problems.
Outcome	The Chair will review progress and provide feedback. The potential outcomes are either "Satisfactory Progress" or a discussion of being "At Risk" of unsatisfactory progress if concerns are identified ahead of the meeting (see section outlining At Risk processes).



Confirmation meeting

Purpose	<p>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 also an opportunity to inform others about your research project, to demonstrate your written and oral presentation skills, and to receive suggestions for successful completion. In addition to being a hurdle requirement, Confirmation is an opportunity for providing support and advice to candidates and to identify any problems early before they become insurmountable. Early recognition of problems is crucial for successful completion.</p>
Components	<p>Public confirmation seminar: A 20-30 minute presentation of your research progress in a public forum, followed by a Q&A.</p> <p>Confirmation meeting: Follows the Seminar and follows the structure outlined in the General Meeting Structure section.</p> <p>Written report: A 3,000-10,000 word document that complies with the University's Confirmation requirements must be submitted 10 days before the meeting that includes:</p> <ul style="list-style-type: none">• Thesis title and abstract• Literature review• Research plan and objectives• Progress to date, including preliminary data• Timeline and schedule for project completion• List of any publications or presentations <p>Additional requirements:</p> <ul style="list-style-type: none">• Research Integrity Online Training (RIOT) completion certificate• Complete an iThenticate report• Review and update the Graduate Researcher Supervisory Agreement (optional)
Outcome	<p>The Advisory Committee will assess your progress and provide feedback. Possible outcomes include 'satisfactory progress' or an extension of the probationary period if additional work is required.</p>



Progress Review meetings

Purpose	Following Confirmation, progress review meetings continue to monitor ongoing progress and provide feedback to ensure the candidate is on track toward completion.
Frequency	Annually for PhD students; twice per year for MPhil students.
Components	<p>Presentation: A brief (~20 minutes) update on research progress and timelines to completion.</p> <p>Written report: Typically 3-5 pages, including:</p> <ul style="list-style-type: none">• Thesis title and abstract• Chapter outline or table of contents• Timeline for completion and stage of progress• List of publications or presentations• Any challenges encountered• Review and update the Graduate Researcher Supervisory Agreement (optional)
Outcome	The Committee will provide feedback on your progress, discuss any problems encountered, and review timelines for completion. The outcomes are either “satisfactory progress” or a discussion of being “At Risk” of unsatisfactory progress if concerns arise.

“At risk” Process

At any point during Pre-confirmation, Confirmation, or Progress Review meetings, if the Chair identifies concerns about your progress, you may be informed that an “At Risk” outcome will be discussed. This will involve closer monitoring, adjusting timelines or milestones, and identifying support strategies.

You can access information about At Risk processes here.

➤ [At risk of unsatisfactory progress](#)



Thesis completion and examination

Please note that you must submit your thesis prior to your maximum submission date (maximum course duration plus an additional period of time if approved for late submission).

Here are some important links regarding thesis preparation and examination.

 <p>Submit your thesis</p>	 <p>Examples of Department of Medical Education theses</p>
 <p>Thesis with publication</p>	 <p>Thesis writing practical information</p>
 <p>Avoiding plagiarism</p>	 <p>Editing policy <i>Section 4.75 onwards</i></p>
 <p>Public access options on minerva</p>	 <p>Notice of intention to submit thesis <i>Complete this three months prior to submission</i></p>

Discuss examination-related questions with your supervisors or please contact the graduate research examinations office:

✉ Graduate research examinations office: gr-exams@unimelb.edu.au

More important contacts on page 22 and 23.



Examination by viva

A viva voce or 'viva' is an oral examination conducted at the end of a PhD once your thesis has been submitted.

All PhD candidates who commence their candidature from January 1st, 2025 will be required to complete a viva examination, unless they have exceptional circumstances that are approved. It is expected that Viva examinations will commence in 2028. PhD candidates who commenced prior to 2025 will be given the option to undertake a viva.

The purpose of the viva is to:

- Provide an opportunity for the candidate to present their research while enabling examiners to clarify concerns with the thesis
- Provide an opportunity for the candidate to discuss their research in detail with examiners who are leaders in their field
- Assure examiners that the research presented is the candidate's own and to clarify the candidate's contribution to any collaborative research
- Facilitate the examiners reaching an agreement on an examination outcome, and
- Enable communication of the examination outcome to the candidate on the day, including where relevant an indication of required revisions to the thesis.

Process

Once a candidate submits their thesis for examination, a viva chair is appointed by the chair of examiners. The viva chair must be a senior academic in the candidate's department, qualified to serve as an advisory committee chair, and cannot be a supervisor or advisory committee member for the candidate under examination.

Outlined below are details of the draft viva process:

- The viva chair is responsible for arranging the viva.
- The attendees at the viva are the viva chair and the examiners. The candidate's supervisors must not attend the viva examination.
- The local graduate research manager is responsible for sending formal invitations, finalising times and organising room venues/equipment, sending notifications and providing other administrative support.
- The graduate research manager must take all reasonable steps to ensure that the viva is scheduled at a reasonable time for all participants. The viva must be scheduled to be conducted between 8:00am-9:00pm in the candidate's local time zone.
- The viva is conducted via video conference unless all participants are in Melbourne during the scheduled viva.
- The viva is recorded via videoconference. The recording is kept confidential, and only made available in specific circumstances. The recording will not capture the discussions between examiners before and after the viva during which the questions and outcome are deliberated.
- If an examiner is unable to attend the viva at short notice (and rescheduling is impractical), the attending examiner can present questions from the absent examiner by proxy.
- Where a participant has a disability or in special circumstances requests particular support in accordance with an academic adjustment plan, the viva chair in consultation with the chair of examiners will make alternative arrangements for the viva, including the attendance of a person providing disability support (e.g. a sign language interpreter).

Graduate research development and resources

Opportunities for research presentation and participation

We encourage graduate researchers to present their work in a variety of settings over the period of their candidature. DME roundtable meetings provide a local opportunity for this. You should also keep an eye out for other opportunities to present your work, either within your department, the wider University, or at external seminars and conferences. Discuss these opportunities with your supervisors.

The DME holds weekly roundtable meetings (1pm Thursdays in the DME Library N714 and online) which are a good opportunity to learn about other types of research or present your own work.

Depending on your area of research, there may be many conferences you can attend. Some Health Professions Education conferences may be of interest, including:

- Australian & New Zealand Association for Health Professional Educators (ANZAHPE) annual conference
- Association for Medical Education in Europe (AMEE) annual conference

MDHS departments can provide some support towards conference attendance when Graduate Researchers have an abstract accepted. Contact your GR administrator/co-ordinator for more information.

Development opportunities

PhD Candidate Modules

Provides advice and resources specific to research in Health Professions Education, including modules on:

- Orientation and preparation
- Research paradigms and design
- Searching and using the literature
- Data collection and analysis
- Synthesising, writing up and disseminating
- Navigating the PhD and cohort experience
- Supervision and feedback
- Life and career post PhD

University Library Services

Offers a variety of resources and opportunities for graduate students and researchers, such as a thesis collection, personalised library consultations in your field, orientation sessions on returning to learning and understanding plagiarism and training sessions in reference management and data management.

- To book a personalised consult with a librarian in your field, go to the Library homepage and select “Book a research consultation” under the heading “Researchers”.
- You can also explore the library’s Training Sessions available to graduate students and researchers

➤ Graduate Student Association

An independent association that provides all enrolled graduate students at the University of Melbourne with representation, events, training, and support.

➤ Melbourne Centre for the Study of Higher Education (SCHE)

Offers information that might be of interest and has professional development opportunities for graduate researchers.

➤ Academic Skills Unit

Provides advice, workshops, and resources to help students develop communication and study skills. Tips for getting started in Graduate Research can be found in the Managing Graduate Study resource.

➤ Postgraduate Essentials

An online course for Graduate Researchers with modules on:

- Strategies for a Successful Start to your PhD (PGE1)
- Completion and Beyond (PGE2)

➤ Graduate Research Hub

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

Additional resources

- Keep an eye out for MDHS Learning and Teaching Bulletin emails for information on funding, events, policy and resources.
- If you would like more information on research funding and opportunities, sign up for individually-tailored email alerts from [Research Professional](#).
- PhD candidates are eligible to audit or attend some of the EXCITE courses offered through the DME which could offer exposure to topics/ courses related to your work. Discuss with your supervisors if there are courses relevant to your research.



Graduate researcher supports



**First point of contact:
your local department**

- For general enquiries (progress, forms, events, funding, examination etc) and support in case of difficult situations or issues
- Contact the local Graduate Research Coordinator, your Primary Supervisor, or Advisory Chair

 **DME Graduate Research Coordinator:**
jillian.huang@unimelb.edu.au

More important contacts on page 23.



**Second point of contact:
the faculty of MDHS**

- For escalation of an issue, or if you don't feel comfortable addressing it within your local department

 **Escalations:**

mdhs-gr@unimelb.edu.au

More important contacts on page 23.



Central contacts for University of Melbourne

You will receive updates about progress reviews and candidature variations from:

 no-replies@unimelb.edu.au

Contact STOP 1 for IT issues etc.:

 **STOP 1**

For information on GR candidature policies you can email:

 gr-candidature@unimelb.edu.au

When you submit your final thesis you will receive updates about the examination process from:

 gr-exams@unimelb.edu.au



Important contacts

Contact	Type of Enquiry
Andrea Meyer DME Department Administrator 8344 7038 andrea.meyer@unimelb.edu.au	Induction Enrolment Building/office access Department operations and facilities
Effie Keramidaris University and Administration Support (Medical Building) 8344 2613 (ext. 42613) effie.keramidas@unimelb.edu.au	Medical building access Wing access Office access
Jillian Huang DME Students and Programs Coordinator jillian.huang@unimelb.edu.au	General GR enquiries Logistics (e.g., room bookings)
Central email HPE-research@unimelb.edu.au	Applications and enrolments General GR enquiries
Robyn Woodward-Kron DME Director of Research and Research Training 8344 4137 (ext. 44137) robynwk@unimelb.edu.au	GR funding opportunities Escalation of GR enquiries
Occupational Health & Safety Medical Building OHS 8344 8749 (ext. 48749) medicalbuilding-ohs@unimelb.edu.au	Occupational health & safety enquiries OHS induction Contact OHS to arrange a building induction
STOP1 General student enquiries 13 MELB (13 6352) Chat online	General support services, enrolment, administration, wellbeing or building your generic skills
Scholarships Office (MDHS) mdhs-scholarships@unimelb.edu.au or go to ask.unimelb.edu.au and submit an enquiry regarding “Fees, Scholarships and Financial Aid”	Scholarship enquiries
MDHS Graduate Research mdhs-rhd@unimelb.edu.au	Enrolment, candidature variations and confirmation
IT and eLearning Support 8344 0888 (ext. 40888) Chat online	Hardware, software, printing, eLearning, network or wi-fi enquiries
Security (Parkville Campus) 8344 6666 (ext. 46666)	Security enquiries or concerns

Top tips for a successful candidature

Here are some tips from those who have gone before you...

“Remember that a research doctorate is a wonderful thing but it doesn’t define you. Do the best you can and take pride in what you produce, remembering that nobody is going to judge your work more harshly than you yourself. Don’t go nuts on making it perfect, and enjoy the rare experience of such a tight, deep focus.”



— Prof Steve Trumble



“Reach for some fiction in between the non-fiction. And boring, but useful – type up and distribute meeting summaries after supervision meetings to keep all on track (also a helpful repository to fuel researcher reflexivity for those with qualitative inclinations).”

— Prof Liz Molloy

“Remember to keep talking – with fellow students, supervisors, colleagues and friends. Describing what you are doing, why you are doing it and how is immensely helpful for your own thinking and understanding. And sharing your ideas and perspectives with others is always enlightening and often motivating.”



— Prof Clare Delany



“Microsoft Word will crash or freeze or do something else horrible during the final stages of your thesis. I promise. I guess it’s the size of the document, the referencing software plugins and all that formatting. If you can’t use another program to write your thesis then just make sure you set up automatic backups (every 5 minutes or so). You can never have too many backups!”

— Prof Anna Ryan

“Celebrate every milestone: confirmation, ethics approval, data collection completion, first abstract acceptance, submission of manuscript, first full draft etc. And practical advice: gain an understanding of your supervisors’ communication patterns with you, for example, frequency of interactions, preferred mode of communication, degree of directiveness etc. For example, it took me a long time to understand that my supervisor would not respond to more than one question in an email.”



— Prof Robyn Woodward-Kron



“Don’t go it alone! Find a PhD buddy, or buddies, so you can ride the waves together.”

— Dr Charlotte Denniston

