



This policy details the responsibilities of students as they relate to MD Research Project research project. This policy aligns with the University of Melbourne's current policies in relation to the responsibilities of research higher degree candidates. Students are strongly encouraged to make themselves familiar with these policies via the Melbourne School of Graduate Research (MSGR) website, available from: <https://gradresearch.unimelb.edu.au/>

POLICY

The aim of the MD Research Project subject is to discover and pursue a unique topic of research in order to construct new knowledge and to apply this knowledge to existing problems and issues. In doing so, a MD Research Project student should work diligently, gradually taking ownership of their project, while being guided by their project supervisor towards the project's completion. MD Research Project students should participate in the planning and executing of their research project and share with their project supervisor the responsibilities involved in monitoring progress. Students are responsible within the supervisory framework for bringing forward and developing their own ideas – the project supervisor will provide guidance and support, but the initiative rests with the student to show they can plan and manage their work and respond to any difficulties they might encounter.

General responsibilities

Each student has a responsibility:

- To act as a responsible member of the Melbourne Medical School academic community
- For their own research activity, as it relates to the MD Research Project subject, and for giving the necessary time and effort to the subject
- For the direction of the research project as it develops, with the support of the project supervisor
- For working with their project supervisor, other staff and colleagues to maximise progress in their research project
- To maintain a professional and respectful relationship with their project supervisor
- For the quality and originality of all submitted work
- To familiarise themselves with their obligations with respect to occupational health and safety in their host department/institution.

Meetings and feedback

Each student should:

- Initiate arrangements for meetings with the project supervisor, agree to a schedule of meetings, and maintain regular contact
- Discuss and agree with the project supervisor the most appropriate model of supervision and the type of guidance/comment they find most helpful
- Recognise the demands on a project supervisor's time and the need to prepare adequately for meetings and to observe deadlines
- Prepare in advance for supervisory meetings, by determining the areas in which advice would be useful
- Present any written material to the project supervisor in sufficient time to allow for comments and discussions before scheduled meetings
- Accept the importance of constructive criticism within the supervisory relationship, and seek a full assessment of the strengths and weaknesses of any work
- Keep a written record of discussions with the project supervisor, and carefully consider suggested guidance and corrective action proposed
- Take the initiative in identifying difficulties and discuss these with their project supervisor.

Research

To successfully complete a MD Research Project project, a student should:

- Write a clear and detailed research proposal, with the support and guidance of the project supervisor, prior to embarking on the research project
- Acquaint themselves with the background knowledge needed, and produce, in discussion with their project supervisor, a literature review

- Prior to embarking on data collection, confirm ethical approval has been granted by their host institution and subsequently conduct their research in an ethical manner
- Consider carefully the importance of avoiding plagiarism and take heed of the University's guidelines on plagiarism
- Keep organised and confidential records of the data collected, particularly in a manner which can be easily accessed and understood by the student or project supervisor at a later date. When a student leaves the lab, the notebook and all research data remain the property of the laboratory
- Consider and reflect on the legal, ethical, and health and safety guidelines related to their research.

Progress, monitoring and performance

Each student has a responsibility:

- Maintain progress in accordance with the stages agreed with the project supervisor
- Take the initiative in raising problems or difficulties being experienced with the research and to ensure that appropriate guidance may be offered. It is not the job of the project supervisor to provide answers to problems but rather to help students to identify and evaluate potential solutions
- Establish with the project supervisor the level of support required for successful completion of the project
- Engage actively in the review process and play an active role in planning and reviewing progress
- Provide regular reports on progress in accordance with any requirements of the MD Research Project subject
- Inform the project supervisor immediately of any circumstance which might lead to interruption of study
- Allow sufficient time for writing up and paying particular attention to final proof reading
- Provide the project supervisor with sufficient time to comment on the final draft and having taken account of the project supervisor's opinion.

Development and training

It is expected that each student will:

- Attend appropriate research training opportunities, as agreed with the project supervisor
- Make full use of opportunities to engage in the intellectual life of the host department/institution and the wider academic community
- Make appropriate use of opportunities for personal and professional development
- Contribute, wherever possible, to the scholarly discourse of the discipline through presentations and publications. The student should attend and participate in appropriate meetings, colloquia, seminars and group discussions that are part of the academic/clinical discipline
- Make appropriate use of the teaching and learning facilities available within the University of Melbourne.

Code of conduct for research

The University has adopted a Code of Conduct for Research (<https://policy.unimelb.edu.au/MPF1318>) which prescribes standards of responsible and ethical conduct expected of all persons (academic staff, students, technical and other support staff) engaged in The University of Melbourne. It is based upon the following guiding principles:

- Research is original investigation undertaken in order to gain knowledge and understanding and make this widely available
- Research workers should, in all aspects of their research –
 - » Demonstrate integrity and professionalism
 - » Observe fairness and equity
 - » Demonstrate intellectual honesty;
 - » Effectively and transparently manage conflicts of interest or potential conflicts of interest
 - » Ensure the safety and well being of those associated with the research
- Research methods and results should be open to scrutiny and debate.

The attention of all students is drawn to the University's statement on academic dishonesty. Available from: (<https://academicintegrity.unimelb.edu.au/>).

Students should ensure they have read the Code of Conduct for Research and speak with their project supervisor if they have any questions regarding this.

Assessment

It is each student's responsibility to ensure they familiarize themselves with the assessment tasks, and submission dates, for the MD Research Project subject. A detailed description of this information will be published on MDConnect and provided to students through their Administrative site.