



# MONASH University

## Medicine, Nursing and Health Sciences

School of Public Health and Preventive Medicine

**Department of Epidemiology and Preventive Medicine**

### **Doctoral Handbook**

for

### **Prospective and Current Students**

Doctor of Philosophy (PhD)

Doctor of Public Health (DPH)

Doctor of Medicine (MD)



Revised 18 November 2011



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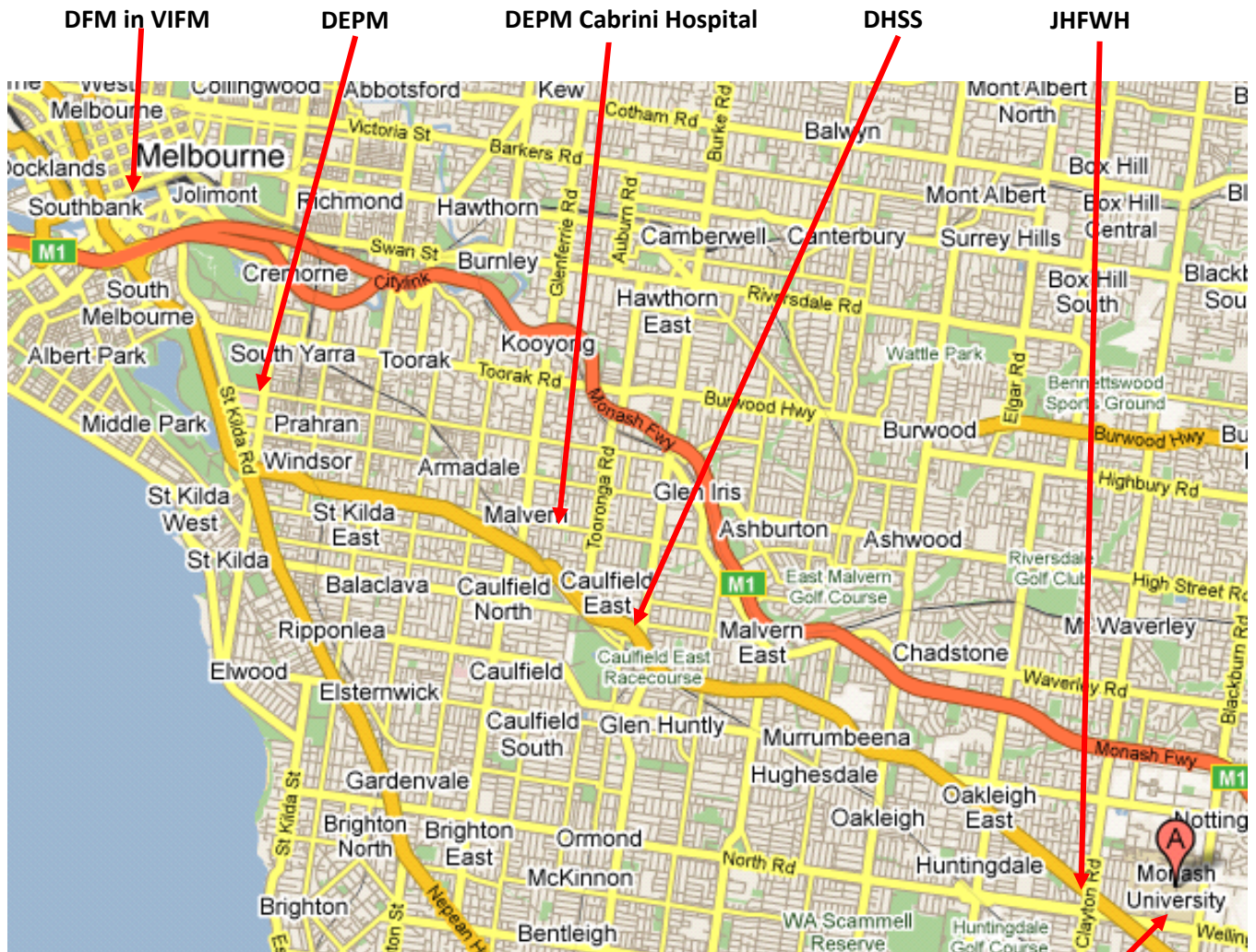
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**Note! We are located near the city, NOT near the main Monash University campus.**

## School of Public Health & Preventive Medicine



**Note main campus**

**Scale 1cm = ~1.5 km**

Google Maps

## SCHOOL OF PUBLIC HEALTH & PREVENTIVE MEDICINE [\[contents\]](#)

Part of the Faculty of Medicine, Nursing and Health Sciences, the School of Public Health and Preventive Medicine (SPHPM) has more than 300 staff, led by Professor John McNeil (pictured left).



The School brings together seven unique entities in various locations (see map opposite):

Department of Epidemiology and Preventive Medicine (DEPM)

Centre for Obesity Research and Education (CORE)

Jean Hailes Foundation for Women's Health

Australasian Cochrane Centre

Department of Forensic Medicine (DFM) & Victorian Institute of Forensic Medicine (VIFM)

Department of Health Social Science (DHSS)

Women's Health Research Program

The work of the School encompasses several of the most important agendas in health care including disease prevention, safety and quality of healthcare, cost-effectiveness of medical therapies and long-term safety monitoring of drugs and devices. The core skills of SPHPM include epidemiology & study design, biostatistics, management of large data-sets, epidemiological modelling, and qualitative methods.

The School manages a variety of major epidemiological resources. These include cohort studies, disease, therapy and procedure registries, and large scale clinical trials. It has collaborative agreements that allow its staff and students to access a variety of other major data-bases. These provide a useful basis for many of the higher research degrees undertaken within the School.

As well as its role in public health research the School provides clinical research support to many of the clinical units at the Alfred and other Monash hospitals. SPHPM has a particularly strong background in training young clinicians in research methodology. Many of its graduates have attained leading positions in hospitals and academic institutions throughout Australia.

SPHPM teaches students in undergraduate courses including the Bachelor of Medicine/Bachelor of Surgery, Bachelor of Biomedical Science and the Bachelor of Health Science. It also runs a range of



postgraduate research and coursework programs in clinical and public health, biostatistics, health service management, occupational and environmental health and clinical research methods and the only postgraduate courses in forensic medicine in Australia.

The School currently has over 100 doctoral students. The School Doctoral Coordinator is Assoc Prof Rory Wolfe (pictured left).



## **Structure of the School of Public Health and Preventive Medicine**

The School is divided into six divisions, with some overlap:

### **Public Health Research Methodology**

Andrew Forbes (Head)

Biostatistics (Andrew Forbes/Rory Wolfe)

Data management (Chris Reid)

Epidemiological Modelling (Chris Stevenson)

Research governance (Megan Brooks)

### **Prevention Science**

John McNeil (Head)

ASPRE (Chris Reid/Robyn Woods)

Cardiovascular prevention (Andrew Tonkin)

CORE (Wendy Brown)

Obesity & Public Health (Anna Peeters)

Renal disease prevention (Bob Atkins)

Cancer Prevention (Robert Burton)

Forensic Medicine (Olaf Drummer)

Health Social Sciences (Helen Kelleher)

### **Occupational & Environmental Health**

Malcolm Sim (Head)

Occupational health (Malcolm Sim)

ACHHRA (Brian Priestly)

Air pollution research (Michael Abramson/Martine Dennekamp)

### **Clinical Epidemiology**

Michael Abramson (Head)

Centre for therapeutics (Henry Krum)

Respiratory epidemiology (Michael Abramson)

Musculoskeletal epidemiology (Flavia Cicuttini)

Clinical epidemiology -Cabrini (Rachelle Buchbinder)

Infectious diseases (Karin Leder)

Women's health (Helena Teede)

Cochrane Centre (Sally Green)

### **Health Services & Global Health Research**

Just Stoelwinder (Head)

CREPS (Peter Cameron/Sue Evans)

Global health (Brian Oldenburg/Ajay Mahal)

Health Management (Just Stoelwinder)

Ethics & Human Rights (Bebe Loff)

**Critical Care Research**

Peter Cameron (Head)

ANZICS CTC (Jamie Cooper)

Anaesthesia (Paul Myles)

Trauma research (Peter Cameron)

Transfusion research (Louise Phillips)

## Department of Epidemiology and Preventive Medicine (DEPM) [\[contents\]](#)



[www.med.monash.edu.au/epidemiology](http://www.med.monash.edu.au/epidemiology)

DEPM is headed by Professor John McNeil (also Head of School and pictured left). The Department comprises with 14 Units and five Centres and plays a prominent role in public health medicine in Australia

See DEPARTMENT OF EPIDEMIOLOGY AND PREVENTIVE MEDICINE below.

## Centre for Obesity Research and Education (CORE)



[www.core.monash.org](http://www.core.monash.org)

CORE is located at the Alfred Hospital and is headed by Professor Paul O'Brien (pictured left). The Centre is a unique collaboration of renowned national and international researchers and educators studying every facet of obesity, with a multidisciplinary approach integrating strengths in epidemiology, public health, basic science, clinical research and therapy, and professional and community education.

## Australasian Cochrane Centre



The Australasian Cochrane Centre (<http://www.cochrane.org.au/>), headed up by Prof Sally Green (pictured left), is one of a number of Cochrane centres established worldwide to co-ordinate the activities of the Cochrane Collaboration. The Centre is funded by the Commonwealth Department of Health and Ageing. The Centre has branches in New Zealand <[regions/nzealand.php](#)>, Singapore <[regions/singapore.php](#)>, South Asia <[regions/sthasia.php](#)>, Thailand and Korea.

## Jean Hailes Foundation for Women's Health



Professor Teede (pictured left) is the site director for the School of Public Health and is the Head of the Jean Hailes research unit (<http://www.jeanhailes.org.au/>). Jean Hailes is a national not for profit organisation with a model encompassing research, education and clinical care. The research arm sits within SPH. The Jean Hailes research unit incorporates a multidisciplinary team with expertise in women's health and focuses on lifestyle related disease including obesity, polycystic ovary syndrome and gestational diabetes, prediabetes, diabetes and cardiovascular disease. Research methodologies include social and behavioural research, epidemiology, public health and prevention, clinical and health services research. This research unit is also closely associated with the Southern Health diabetes unit.

## **Victorian Institute of Forensic Medicine (VIFM) & Department of Forensic Medicine (DFM)**

[www.med.monash.edu.au/vifm](http://www.med.monash.edu.au/vifm)



VIFM is located at Southbank, close to central Melbourne. The Director, Professor Stephen Cordner (pictured left), holds the chair in Forensic Medicine at Monash University and Professor Olaf Drummer (below) is the Head of the Department of Forensic Medicine. The Institute's senior staff all hold equivalent honorary academic appointments in that department. Based at the Coronial Services Centre, its principle



functions are to provide forensic pathology and related scientific services, clinical forensic medicine services, teaching and research. The Institute incorporates the [Donor Tissue Bank of Victoria](#).

## **Department of Health Social Science (DHSS)**

<http://www.med.monash.edu.au/healthsci/>



DHSS, at the Caulfield campus of Monash University, is headed by Professor Helen Keleher (pictured left). Committed to improving and understanding health and well-being from a social perspective, the mission of DHSS is to conduct research and education that builds capacity to promote health and fosters effective strategies to improve population and individual health.

## **Women's Health Research Program**

<http://womenshealth.med.monash.edu.au/>



Located with DEPM, and led by Prof Susan Davis, the group undertakes research and provides education about common health issues that affect women throughout adult life and the impact of menopause and the role of sex hormones (oestrogen and testosterone) on health and wellbeing. Our research program includes the effects of menopause, prevention of diabetes, dementia, breast cancer, optimising quality of life after breast cancer, urinary incontinence, improving wellbeing and sexual function.

## Doctoral study in SPHPM [\[contents\]](#)

### Message from the Head of School, Prof John McNeil



Welcome to the doctoral program run by the Monash School of Public Health & Preventive Medicine. We are very proud of the quality of this program and the success it has achieved in producing leaders in both public health and clinical medicine. To encourage your success in your studies we have produced this brief guide which makes explicit our expectations and commitment to our students.

#### Choosing a project

One way to undertake a doctorate is to join in a larger study that has already been funded and is supplying (or about to supply) data. Setting up your own project from scratch, without additional financial support, is a much more difficult undertaking in epidemiology that should only be contemplated if you and your supervisors have a full appreciation of the implications.

#### Academic expectations

Research students in the Department are at a more advanced stage in their careers than is the average for the University. As students in DEPM you will be expected to pay particular attention to the design features of your study and the appropriate data manipulation and statistical analysis. By the completion of your candidature we would expect that you would gain the following primary skills:

- High level expertise in study design and data analysis;
- Leadership and management skills to enable you to supervise a major study and staff involved in its conduct;
- Problem solving capacity;
- High level expertise in a particular specialty area.

#### Work commitment

It is important to understand that a doctorate requires a very substantial commitment in time and effort. Although almost no-one has the capacity to complete a doctorate in their 'spare ' time, it is not uncommon to encounter students who feel that they can fill their week with a variety of activities that have little to do with their studies. This is a recipe for failure. The very brightest people can find doctoral studies a hard slog. It is best to review your commitments when you commence full-time studies.

#### Research skills

The most important skill to be gained during a research doctorate is a working knowledge of research methodology. The next most important skills are leadership and problem solving. Topic knowledge generally comes a distant third. To gain expertise in research methodology you will need to undertake some additional coursework and attend the range of teaching sessions, seminars and special meetings put on by the School. This way you will see a variety of research approaches in action and get a feeling for the strengths and weaknesses of each. You will



see how others have approached problems and gain perspectives well beyond those gained from your individual research projects. This is why we place such a major emphasis on attendance at the weekly school seminars, specialist society meetings, etc.

### **Writing and reading**

From the very start it is vital that you become familiar with the literature in your chosen area and that you start to write about it. Map out your reports, presentations and publications for the year ahead and start early. Reviewing the literature should be accomplished annually and feedback on your reviews sought from supervisors and other mentors. The background to your thesis and to any publication can often be written well in advance of data analysis or results generated.

### **Leadership skills**

Development of leadership skills is the other major goal of a doctorate and is a fundamental requirement for those in senior roles. The School will provide a variety of training opportunities in areas such as project management, staff selection and supervision, budgeting, media presentations, etc. However, much more will come from your innate capacity and initiative. Ways in which you can develop and display leadership include:

- Join special societies (e.g., Public Health Association, Australian Epidemiological Association, Australasian Faculty of Public Health Medicine, AMA, etc.), attend their meetings and seek some (usually minor) office bearing role;
- Assume roles within the School that give you visibility, perhaps by assisting with seminar organisation, becoming a student representative or contributing to the social committee;
- Comment on issues through the letter or opinion columns in medical journals or the lay press.

The senior staff members in the department are very much aware of those who put themselves forward in this way since these attributes correlate well with future leadership roles.

### **Teaching contribution**



Contributions to teaching provide one of the most effective ways of learning and are important for professional development. The Department expects all students and staff to make a contribution of at least 10 hours per semester to teaching. At an early stage, this may involve activities such as undergraduate tutorials or problem-based learning sessions and exam marking. Later on you may be asked to assist in other ways such as course coordination.

The Department pays for all teaching through the Monash payroll system. This can make a valuable contribution to the income of doctoral students. Contributions to teaching are taken into account if students apply to the Department for support to attend the Australasian Epidemiological Association and Public Health Association of Australia Conferences (if your abstract is accepted). Teaching contribution can also offset Short Course fees (see 'Teaching' and 'Short Courses' below).

You will be expected to keep a record of all teaching contributions in the work diary that will be supplied to you. It is most important that teaching contributions are limited to a maximum of 6 hours per week so that they do not interfere with the progress of your doctoral study. Request to undertake more teaching, even a very limited amount, should be discussed with your supervisor and/or the doctoral coordinator. Watch for emails sent by staff from time to time seeking tutors, and also contact Ally Yooyem and Maida O'Keefe.

### **Presentation skills**



Presentation skills are a fundamental component of research and leadership training. A good presentation can have a very positive influence on the way people perceive you (and vice versa). It is vitally important that you never make a presentation without extensive preparation and practice. The ability to

give a good presentation is a skill that is greatly assisted by practice and advice. The School and the University provide training in PowerPoint slide presentation, of which you should make use. As a doctoral student you should take every opportunity to practice making presentations and get critical feedback from your supervisors and colleagues.

### **Problem solving**

Problem solving is a critical part of leadership. During your studies you will often be required to think through how to approach problems that you have never encountered before. Good students rise to this challenge in many ways. Hitting brick walls and working out how to go around them may require high levels of mental toughness and initiative. Developing these skills is fundamental to a good research leader. The School is supportive of students as they go through these ups and downs and will help you deal with them. However we can only help if you approach us!

### **Communication with supervisors**

Although this seems self-evident, it is important that the student is pro-active in maintaining regular and useful communication with his or her supervisor(s). Not only is there an expectation that supervisors are to ensure communication with students, but the reverse is also true. This links closely with student initiative and leadership development.

### **Frustration**

Most new doctoral students find that commencing doctoral studies is unlike any previous work they have undertaken, especially if coming direct from a clinical career. A lack of any imposed structure and an expectation to 'make things happen' mean a much greater reliance on initiative and self organisation. It is often very frustrating when things do not automatically fall into place. However, dealing with this sort of situation is part of a problem solving capacity (see below) and will be invaluable for your later roles in senior positions.

### **Reviews**

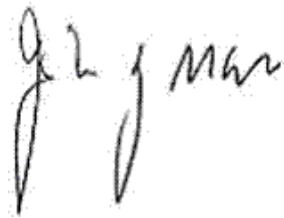
As required by the University, the School maintains close track of its doctoral students and organises annual reviews when you will present your work and subsequently have an interview with various

key research leaders in the Department (including your supervisors). These reviews provide the major way in which your progress is assessed. It is essential that you put time and effort into preparation. See 'Review of Progress' below.

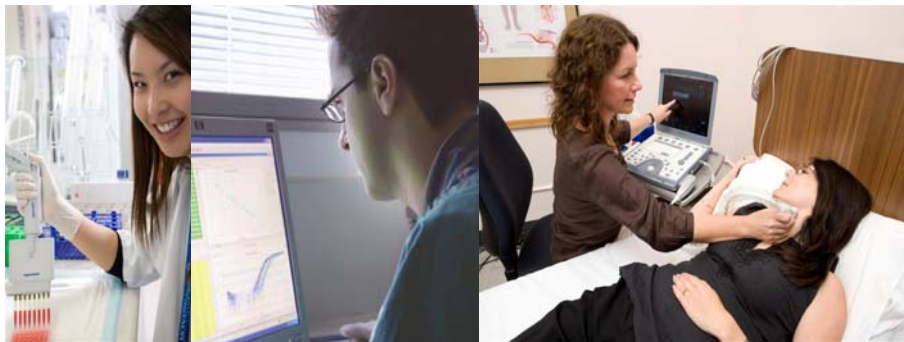
**If progress stalls**

During the course of your studies you may find your progress hits a brick wall. Reasons may vary. Your experiments may not work, recruitment of subjects is more difficult than expected or essential data is not available. You should not be discouraged by such events. It is a normal occurrence in real life as well as during doctoral studies. However, it is essential that you formulate plans to overcome obstacles early on. Discuss these obstacles (and flag any personal ones, in confidence) with your supervisors and be sure to keep the Doctoral Coordinator (Dr Elizabeth Douglas) aware of your concerns. It is much better to relay concerns early.

With best wishes for a productive and successful research program,



John McNeil







The Department of Epidemiology and Preventive Medicine (DEPM) is headed by Professor John McNeil (also Head of School and pictured left). The core skills of the department relate to epidemiology (the study of the distribution, risk factors and causes of disease) and its application to problems in clinical medicine and public health. The Department has expertise in biostatistics and data management, housing an increasing number of state and national registries. DEPM plays a prominent role in public health medicine in Australia with 14 Units and five Centres listed under 'Units' below.

## Location

DEPM is located in The Alfred Hospital's Medical Research and Education Precinct (AMREP) in the suburb of Prahran, **about 20 km from the main Monash University campus at Clayton** and 5 km from Melbourne's CBD, with easy access to trams, trains and buses. See map on page 7 for the location of each component of DEPM and SPHPM. Location within AMREP offers our staff and students opportunities to collaborate with staff from other research groups, to access its seminar and classrooms, and to use the Ian Potter Library (see "Libraries and Referencing", below). It also puts us within walking distance of the open spaces of Fawkner and Albert Lake Parks, as well as being close to the popular Chapel St shopping precinct. DEPM students should try to find accommodation near Prahran as your daily activities will largely be based at this site.



## UNITS

- Biostatistics Unit
- Cardiovascular Research Unit
- Clinical Epidemiology Unit - Alfred Hospital
- Clinical Epidemiology Unit - Cabrini Hospital
- Clinical Pharmacology Unit
- Epidemiological Modelling Unit
- Health Services Management & Research Unit
- Human Rights and Bioethics Unit
- Infectious Disease Epidemiology Unit

International Public Health Unit  
Kidney Disease Prevention Unit  
Musculoskeletal Unit  
Preventive Medicine Unit  
Pre-Hospital and Emergency Trauma Group  
Women's Health

## **CENTRES**

Australasian Cochrane Centre  
Australian & New Zealand Intensive Care Research Centre (ANZIC-RC)  
NHMRC CCRE in Therapeutics & Clinical Research  
NHMRC CCRE in Indigenous Health and Circulatory Conditions  
NHMRC CRE in Patient Safety  
Monash Centre for Occupational and Environmental Health (MonCOEH)

## **Support for doctoral students** [\[contents\]](#)

(see also Professional Development below)

### **Staff**

The DEPM Doctoral Coordinator is Dr Elizabeth Douglas (below). Elizabeth oversees all aspects of candidature and you can contact her with any general concerns that you might have. Issues specific to your research project should be discussed with your supervisor in the first instance, but Elizabeth is always available for discussions if you are concerned about any aspect of your progress which your supervisor is not able to satisfactorily resolve. There are a few resources you might like to borrow from her about how to navigate a doctoral journey.

The DPH Coordinator is Dr Robert Hall (below).

You are encouraged to ACTIVELY seek advice to assist you in your work. Contacting interstate or overseas experts and visiting other Departments to obtain specific information is also strongly



Dr Elizabeth Douglas  
Doctoral Coordinator



Dr Robert Hall  
DPH Coordinator

encouraged.

The Monash Research Graduate School MPhil/Doctoral Handbook covers all aspects of doctoral candidature. (<http://www.mrgs.monash.edu.au/research/doctoral/index.html>)

## Student representatives [\[contents\]](#)

Representatives are volunteers from among PhD and DPH students. You will be introduced to them when you commence your studies - they will be pleased to discuss any concerns and suggestions. Their role is to be a conduit between students and the department, to represent students on the SPHPM Research Degrees Committee and the Space committee, and to organize the 'Journal Club' and social functions.

Student Representatives:



Marsha Ivey



Pauline Zardo



Danny Hills



Venu Ariyaratne



Matt Page

## Monash Research Graduate School (MRGS)

This is the most important source of information is the Monash Research Graduate School (MRGS) <http://mrgs.monash.edu.au/>

Note also it podcasts and other e-resources regarding your thesis, learning, statistics, careers, etc.

[www.mrgs.monash.edu.au/seminars/](http://www.mrgs.monash.edu.au/seminars/)

All students should e-subscribe to both the MRGS and the Monash Postgraduate Association (see below) newsletters, which are published specifically for doctoral students, otherwise you may miss important notifications.

<http://www.mrgs.monash.edu.au/about/news/index.html>, <http://www.mpa.monash.edu.au/about-us/news.html>

## Faculty Research Degrees Office (RDO)

The Faculty of Medicine, Nursing and Health Sciences administers all aspects of doctoral candidature, such as enrolment, confirmation of candidature, annual progress reports, scholarships, student travel grants, postgraduate publications awards, etc.

## Monash Postgraduate Association (MPA)

In addition, the Monash Postgraduate Association (MPA) <http://mpa.monash.edu.au/> offers advice on matters that may trouble you if you can't work it out with your supervisor or your Doctoral Coordinator. The MPA is run by trained staff, not student representatives. The MPA offers seminars, e-resources, networking, information, representation and advocacy. A weekly news bulletin can be received by subscribing: <http://www.mpa.monash.edu.au/> - click on [Subscribe](#) for email alerts in the right-hand column (under "Postgrad MPA news"). It is important not to miss their bulletins.

The MPA also offers Podcasts [http://mpa.monash.edu.au/compass\\_online/podcast-index.html](http://mpa.monash.edu.au/compass_online/podcast-index.html)

See MPA AMREP website <http://mpa.monash.edu.au/your-campus/off-campus-amrep.html>

## General information - local and international students

- Accommodation

DEPM is located **about 20 km from the main Monash University campus at Clayton** and 5 km from Melbourne's CBD. Suburbs close to DEPM include Prahran, Windsor, St Kilda, South Yarra, and Richmond. Cheaper suburbs are more distant. Check train, tram and bus routes when you are considering your choice.

Former students suggested the following websites:

[www.flatmatefinders.com.au](http://www.flatmatefinders.com.au)

[www.flatmates.com.au](http://www.flatmates.com.au)

<http://melbourne.gumtree.com.au>

A Real Estate Agent who has been helpful:

Lucy Geselle, Property Manager ([lgeselle@wilsonpride.net.au](mailto:lgeselle@wilsonpride.net.au))

Century Wilson Pride ([www.century21.com.au/caulfield](http://www.century21.com.au/caulfield))

195 Balaclava Road, Caulfield, 3161

Tel 03 9528 888/9526 1223

Some students experience difficulties in finding a flat as the status of 'student' may not appeal to some agents. The Doctoral Coordinator can provide you with a letter of introduction which hopefully may help. Make clear to the agent that even though you are a student, you are a doctoral student and an adult and will not be interested to inspect flats that aren't presentable.

Older flats may have little or no heating, so you should get an idea of heating costs in advance. Some will not have laundry facilities, so you will need to factor in Laundromat charges to your budget.

It is rare for a flat to be furnished, but there are useful second hand and 'Opportunity' shops to furnish a flat, including everything for the kitchen. Student-specific accommodation is often furnished.

Private relocation consultants can be engaged at a cost to the student.

## Health and Wellbeing

<http://www.monash.edu.au/health-wellbeing/index.html>

Students can attend visit the Health and Wellbeing Centre at the Caulfield or Clayton Campuses for advice about accommodation and many other issues.

See also

- [Accommodation for students](#)
- [Careers and jobs for students](#)
- [Clubs and Societies](#)
- [Counselling](#)
- [Family and child care](#)
- [Financial aid](#)
- [Legal aid](#)
- [Medical services](#)

For local options, students' recommendations are held by Elizabeth Douglas

- [Monash Postgraduate Association](#)
- [Monash Research Graduate School](#)
- [Religious services](#)
- [Security and safety](#)

- [Students with disabilities](#)

## International students

- Accommodation – see above
- Relocation – there are companies to assist with relocation, but of course they charge a fee. For example: Resettlement Services Australia Pty Ltd (<http://www.resaust.com.au/>); a directory can be found at <http://www.aussieweb.com.au/directory/relocation/>
- Banking

Any of the big four (Commonwealth, Westpac, National, ANZ) are recommended. You may be able to open an account and transfer funds prior to arrival in Melbourne. You have to indicate your home branch reference. Branches in Chapel Street, Prahran are about a 10-minute walk from DEPM. You may find Westpac the most convenient as it has an Automatic Teller Machine (ATM) in The Alfred Hospital, adjoining DEPM. The ANZ has an ATM in the petrol station/supermarket diagonally opposite DEPM.

- Medical: International student can visit local GP clinic with their OSHC world care insurance. You pay up front, then claim from OSHC world care insurance (first visit always costs more). On the corner of St Kilda and Commercial Road there is a GP clinic with an agreement with OSHC world care insurance to “bulk bill” (no upfront payment necessary) after the first visit. The main Monash campus at Clayton has a health service providing a range of services and tests and bulk billing, but it is about 20km from our department (see map on page 7).
- “Op Shops” (Opportunity Shops). Op Shops are second hand shops that may not be common overseas. They are a great place to buy cheap goods (clothing, furniture, kitchen supplies etc) and the proceeds go to charity.
- [Airport reception and transfer](#)
- English language support
  - MRGS - <http://www.monash.edu.au/lls/>
  - MPA - <http://www.mpa.monash.edu.au/new-to-monash/learning-support.html>
  - Faculty (<http://www.med.monash.edu.au/current/ipas.html>) – n.b., Ass Prof Rosemary Clerehan
- English language support - <http://www.med.monash.edu.au/current/ipas.html> – Faculty
- [International Student Friendship Program](#)
- [Contact a Student Advisor](#)
- [Orientation for international students](#)
- [Visa and immigration](#)

Please note that if you are an international student, you must check if there are any visa conditions that may change with the submission of your thesis, as Monash no longer lists you as a student as soon as you submit.

## Statistical support

The Biostatistics Unit can provide some statistical support for students. In addition, by arrangement with the Department, The Alfred also provides some support. In conjunction with exPERT Stats Program (see Professional Development below), Monash students are entitled to 10 hours of free support, after which a fee is charged.

[www.mrgs.monash.edu.au/scholarships/grants/statistical.html](http://www.mrgs.monash.edu.au/scholarships/grants/statistical.html)

## **Language & learning support**

This is available through MRGS even for those whose first language is English, including online services.

## **Equipment**

If your unit does not have funds for your project, DEPM provides either a basic laptop or desktop computer. Extras are funded by units. Students located off-site may 'hot-desk' on days they are in the department.

Stationery, printing and scanning facilities are provided.

## **Shopping at The Alfred**

The Alfred has a florist, pharmacy, bookshop, hairdresser, post office, cafes and occasional 'stalls'. Ask your fellow students where, among many options, to find the best coffee!

## **Discounts**

Monash staff and students receive a 10% discount on all non-medicine, non-prescription goods at the Alfred Hospital pharmacy.

Discount movie tickets are available at the Monash Bookshop in the Alfred Hospital.

## **Employment guidelines** [\[contents\]](#)

The following conditions apply to full-time and part-time APA/MGS awardees.

### ***Full-time candidates***

Full-time candidates are permitted, with the approval of their main supervisor, to undertake a strictly limited amount of paid employment throughout the year, being no more than 15 hours of work per week on average. Up to a maximum of only six hours on average of this employment may be undertaken during normal working hours (9 am to 5 pm, Mondays to Fridays). However, this may be extended to a maximum of eight hours if the employment is limited to one weekday. The candidate's supervisor(s) must be satisfied that any part-time work undertaken does not interfere with the candidate's study program and progress.

International students need to be aware that the employment restrictions outlined above apply even though a student visa permits students to work up to 20 hours a week.

### ***Part-time candidates***

In order to undertake part-time candidature, a candidate must be able to devote a minimum of two days per week to the pursuit of the research project. At least one day must be a week day so that a candidate may attend the University to meet with the supervisor or attend seminars or workshops etc. Where the candidate's research work involves systematic use of University facilities, such as for lab-based disciplines, the faculty may require that at least one and a half days be week days.

In the case of professional doctorate students, part-time candidates must devote the equivalent of one-and-a-half days a week to thesis preparation. The half-day should normally be a week day. This

time will allow the candidate to attend the University to meet with a supervisor and to participate in departmental activities.

Where the candidate is engaged in full-time employment, the head of the academic unit will be required to certify that he/she is satisfied that the candidate is able to spend the stipulated time in pursuit of the research project. The candidate will also need to provide a letter for the committee from his/her employer, which details the time the candidate has available to undertake the research.

Our experience is that it is difficult for students to persist with a research degree part-time if they are employed more than three days per week.

## **External/Distance candidature** [\[contents\]](#)

DEPM is situated away from the main Monash campus, but our students are not External students!

In special circumstances a student may be based somewhere other than Monash University and its affiliated Hospitals and Institutes. Such students need to have a local supervisor at the institute at which they are based (e.g. overseas) in addition to their Monash supervisors. The local supervisor is responsible for ensuring the student's engagement in an academic culture. External candidates are required to make regular visits to Monash.



Full details in Section 3.3.3. of the MRGS Doctoral Handbook on the MRGS website spell out conditions that differ from internal candidature, including attendance in DEPM for five days each year and contact with your supervisor in DEPM at least fortnightly. See <http://mrgs.monash.edu.au/research/doctoral/chapter3c.html>).

See also the Monash Postgraduate Association (MPA) website:

<http://mpa.monash.edu.au/your-campus/distance-ed.html>

Distance Orientation:

<http://mpa.monash.edu.au/new-to-monash/DE-HDR-online-orientation.html>

## **Style of thesis** [\[contents\]](#)

Every student's experience is unique, however as a rough guide to a 'typical' candidate in DEPM, students write a systematic literature review during the first year of their candidature whilst they plan their studies, obtain ethical approval, and get work under way. The second and third years are generally devoted to data collection. The second six months of the third year is typically devoted to writing up the thesis and associated publications. Some students (e.g., in human bioethics) write a theoretical doctorate, but these are the exception in the School.

### ***Traditional chapter format***

The traditional format for a PhD thesis is a cohesive document with consistent style and presentation. See: [www.mrgs.monash.edu.au/research/doctoral/chapter7c.html](http://www.mrgs.monash.edu.au/research/doctoral/chapter7c.html) and

[www.monash.edu.au/lis/hdr/index.html](http://www.monash.edu.au/lis/hdr/index.html)

### ***Thesis by publication***



Monash University allows HDR students to construct their thesis in full or in part from published or unpublished papers. The papers will have been written up during the course of supervised candidature and will be based upon research undertaken during the course of candidature. The papers must be prefaced by a statement signed by all authors disclosing their respective contributions, and must demonstrate a general theme. Many DEPM PhD students in recent years have adopted this format and there are many examples of such theses in the departmental thesis bookcase. The requirement is different for Doctor of Public Health theses.

### ***Thesis by combination of traditional chapters***

#### ***and publication***

Some papers can serve as chapters with other chapters in traditional format.

### ***Staff candidature***

Monash staff who currently hold a 0.5 level appointment or above and who have held an appointment at or above lecturer B level or equivalent for a minimum of three years may be permitted to submit a thesis by publication, while still a staff member, containing material mainly created in their time at Monash. The staff member should be employed in DEPM at the time of submission of the thesis.

### **Career progress beyond PhD** [\[contents\]](#)

Commonly doctoral students from the Department apply for competitive postdoctoral awards provided by the National Health and Medical Research Council, National Heart Foundation, Australian Lung Foundation, etc. Many of these awards provide a salary and travel allowance to allow you to work in a teaching Department overseas. Obtaining these awards is very dependent on publications obtained during the course of a PhD.

### **Doctoral Degrees – types, application**

Degrees are outlined below. Much of the information overlaps, so you are advised to read all sections.



## Doctor of Philosophy

### Applying

Applications are similar for both PhD and DPH.

Applications for scholarships close each year on 31 May and 31 October for commencing study soon after each date (the academic year in Australia runs from March to October). Please do not apply for a scholarship or contact staff members about a project before we invite you to do so. You should first contact the Doctoral Coordinator, Dr Elizabeth Douglas ([elizabeth.douglas@monash.edu](mailto:elizabeth.douglas@monash.edu)).

If you have an independent source of funding for tuition (if you are an international applicant) and a living allowance, or for living allowance (local applicant), you may apply for candidature without a scholarship at any time.

### Eligibility

Eligibility for DPH is the same academically as for PhD applicants, but DPH applicants must have professional experience as well. See 'Doctor of Public Health' below.

If you are wishing to apply, please visit <http://www.monash.edu.au/study/research/>.

If English is not your first language, then please pay attention to the English language requirements. In the Department of Epidemiology and Preventive Medicine, an overall IELTS score of 7.0 with individual band scores of 6.5 is required.

Monash University offers the Monash International Postgraduate Research Scholarship (MIPRS) to international students. However, these are extremely competitive and to obtain one you will need to have an outstanding academic record in at least one degree and probably a first author publication in an ISI-listed English-language journal with an Impact Factor. Conference presentations are given little weight if they are not published in conference proceedings an ISI-listed journal with an Impact Factor. Applications close each year both in the middle of the year (date to be announced on the DEPM website) and on 31 October.

Please visit our Department web pages (<http://www.med.monash.edu.au/epidemiology/research/>) for an indication of the current area/s of research that match your interests. If your interest is in HIV/AIDS, please note there are few opportunities currently. We expect students will pick up a topic that a supervisor here already has planned.

If you think your CV will be competitive and you would like to pursue this further, please send the following:

\* CV, including full citation of any publications and referees (noting your relationship to each one); \* transcripts of grades for every degree you hold;

\* a measure of your proficiency in English if you have been tested (e.g., IELTS score) and if English is not your first language and you have not studied for a degree in English. In the Department of Epidemiology and Preventive Medicine, an overall IELTS score of 7.0 with individual band scores of 6.5 is required. This equates to TOEFL PBS 600, TWE 5; CBS 25, ER 5; IBS 100, 25 for written, reading, speaking and listening.;

- \* a brief statement explaining your current work, why you wish to undertake a higher research degree and the areas of research that interest you (maximum 1 page);
- \* details of your funding, if any.

After reviewing these documents we will let you know if we think your application might be competitive and if so, we will try to identify a suitable supervisor. Only when this is achieved can we invite you to consider applying.

### ***Step 1 - Assessing your CV***

(See also Scholarships below)

We will contact you about the likely competitiveness for applying for a scholarship (Step 2) and put you in touch with a potential supervisor.

### ***Step 2 - Application form***

If we confirm we have a supervisor for a project,

- apply online for on the 'Postgraduate Research Scholarship' form (not the 'PhD Application' form), with transcripts etc attached as PDFs. No hard copy application papers are required.
- there is no fee for application
- no English score is required if the country where you studied in English has English listed as an official language in the World Fact Book, a link on the scholarship website (<http://www.mrgs.monash.edu.au/scholarships/selection/proc11.html>)

Note the Department requires the title of your thesis to reflect that it is relevant in some way to medical research.

### **FAQs for scholarship application**

Do I have to complete the online HDR Scholarship Form and the PhD Application Form?

No, just complete the HDR Scholarship Form.

*Does it matter if the word limit for the project summary runs over 500 with references?*

An approximate word count is OK.

*What do I fill in for Faculty (in which applying for PhD)?*

Medicine, Nursing and Health Sciences

*What do I fill in for Academic Unit?*

Epidemiology and Preventive Medicine, Alfred Campus

*What do I fill in for Course?*

PhD(Med). 'DPH' only if you have previously discussed with the Doctoral Coordinator /supervisor)

*What do I fill in for Campus?*

Alfred

*What do I fill in for Attendance Mode?*

Internal. External is if agreed with the Doctoral Coordinator/Supervisor to study overseas.

*What do I fill in for Expected commencement date?*

For international students, write 31 March of next year.

*If I'm from a research institute in Melbourne, do I submit to Monash?*

Yes, so that you are on our records and to facilitate setting up a fund etc.

*I don't have time to get official copies of transcripts before the deadline. Will student copies issued by the University be accepted?*

If you have very little time left because of a late enquiry, upload the student copy and be sure to send us the official copy as soon as possible.

*Can publications be used as supporting evidence of research conducted during employment?*

Publications are by far the best evidence to provide in your scholarship application. Include every peer-review publication or book chapter that you have had published.

*Under Publications the evidence requested is 'front pages (including contents pages)'. Does this refer to the journal front page or to conference proceedings?*

Don't worry about uploading conference proceedings - they don't count for much in the selection process. Peer-review papers are the key. 'Front page' refers to the front page of the article itself. An online copy of the journal contents page should be allowable considering many journals now only exist in an online format.

*Do you want to preview the application before submitting?*

No, we will have the chance to do so as soon as you submit online.

## **Candidature Form**

This is not filled in at the time of application, but after a scholarship has been offered.

Tips for filling in the form:

### **Section C**

When filling in the form, please add the following in Section C:

Q3. Facilities and source materials required for the research: 'Source materials and facilities required will be available at Monash.'

### **Q4. Coursework component (if applicable)**

Two units are compulsory in DEPM: MPH1040 Introductory epidemiology (6 points); MPH1041 Introductory Biostatistics (6 points). [Note for applicants: Two further units of your choice are available from the MPH program.]



**Section A Course code** –4000 (47 is low cost)

**Q5e. Field of Education / Specialisation**

'Medical studies not elsewhere classified'.

Please also fill in the Ethics section if possible.

**Candidature and thesis**      [\[contents\]](#)

Information regarding all aspects of candidature is available in the Doctoral / MPhil Handbook on the MRGS website. (<http://www.mrgs.monash.edu.au/research/doctoral/index.html>) (<http://mrgs.monash.edu.au/>)

In particular candidates should be familiar with the chapter entitled “Code of Practice for the Supervision of Doctoral students”. You are also expected to read the University’s regulations regarding Intellectual Property. However in practice it would be unusual for the Department’s research to find something that can be patented. Nearly always in DEPM Intellectual Property is assigned to Monash University. See under Forms/Intellectual Property, below.

**Staff PhD**

Note that staff candidature is intended for those who wish to submit a thesis based on previously published or unpublished work, which is linked thematically. Staff candidature is only available to members of staff of at least three years standing, holding a .5 level appointment or above or an adjunct appointment, at or above lecturer level B - see doctoral regulations on the web – PhD Regulation 5. Other staff members are advised to apply using the regular PhD application form.

An applicant accepted as a **staff PhD candidate is required to enrol** during the period of staff candidature, until the day of the submission of the thesis. PhD Staff candidates are not liable for amenities fees.

**PhD Regulation 5 — Staff candidates**

- 5.1 In this section 'a member of staff' means a a person who -
  - 5.1.1 holds an academic appointment at 0.5 fraction or above or an adjunct appointment; and
  - 5.1.2 has held that appointment at or above lecturer B level or equivalent for a minimum of three years; or
  - 5.1.3 is otherwise approved by the committee.
- 5.2 A member of staff may, if otherwise qualified under this part, apply for admission to candidature as a staff candidate.
- 5.3 On the recommendation of the head and relevant faculty, the committee may admit an applicant to candidature for the degree as a staff candidate.
- 5.4 In respect of a staff candidate -
  - 5.4.1 supervision is not mandatory however a supervisor, being a person who is an experienced supervisor with at least level 2 accreditation, may be appointed;

- 5.4.2** there is no minimum period of candidature, but at least 75% of the thesis research work must be completed while the staff candidate is a member of staff; and
- 5.4.3** no confirmation of candidature is required.
- 5.5** The thesis of a staff candidate must be submitted for examination while the staff candidate continues to be a member of staff, unless the committee in any particular case otherwise determines.
- 5.6** At the time a staff candidate submits a thesis for examination -
- 5.6.1** the staff candidate must submit a statement signed by the staff candidate and by the dean (or nominee) affirming that the thesis contains no work presented in contravention of subsection 19.3 of the Doctorate Regulations; and
- 5.6.2** the dean (or nominee) must certify whether or not in his or her opinion the thesis is properly presented and worthy of examination.
- 5.7** Except as expressly varied or modified by this section, the regulations apply to staff candidates.

## **Doctor of Medicine (MD)**

This degree is uncommon and advice should be sought from the doctoral coordinator about whether it is possible in individual cases.

### **With supervision**

The MD is a 4-year degree, 8 years PT. A hurdle requirement, as for all doctoral degrees, is the 12-month (PT 24-month) Confirmation of Candidature. No doctoral candidate (PhD, MD etc.) may submit in less than 2 years (PT 4 years) without dispensation from the RGSO committee. In addition, for an external MD, there is a requirement for 5 days p.a. attendance at official university events (e.g., seminar, supervisor meeting, etc.). These accrue from the time of commencement of candidature.

<http://www.monash.edu.au/pubs/calendar/facregs/regs-doct.html#Heading12>

Doctor of Medicine differs from a PhD in some ways-

- is available only for medical doctors
- provides less research training such that a graduate may be less able to conduct independent research
- may be completed with others having collected data but the candidate having had a coordinating role and having analysed the data

With supervision: <http://www.monash.edu.au/study/coursefinder/course/3852/>

### **Without supervision**

This type of MD is even less common. Papers published prior to commencement of candidature must represent no more than 25% of the submitted work for examination. For Monash staff an unsupervised MD (i.e. not a supervised MD) can be based on retrospective work (in the same way as for a staff PhD candidature): <http://mrgs.monash.edu.au/research/programs/mdunsupervised.html>

A candidate who is admitted to candidature as a member of the academic staff –

**9.1.1** must complete at least 75% of the work submitted for the degree while a member of the academic staff; and

**9.1.2** must not present in work submitted for the degree any work –

**9.1.2.1** prepared by or in conjunction with a person for whom the candidate is or has been a supervisor; or

**9.1.2.2** which the candidate or any student supervised by the candidate has presented, or which the student intends to present, for an award of the university or any other educational institution, unless the committee in any particular case otherwise determines.

### **Admission to Candidature**

An applicant for admission to candidature must have qualified, not less than five years previously, for the degrees of Bachelor of Medicine and Bachelor of Surgery

- at this university; or
- at another university recognised for the purpose by the faculty board and, in this case, the applicant must be a member of the academic staff (or adjunct) of the faculty unless the faculty board in any particular case otherwise determines

and the faculty board must be satisfied that the applicant has, since qualifying for the degrees, have been substantially engaged in

- the practice and study of medicine or an allied field; or
- scientific or other scholarly work relevant to the practice of medicine or an allied field.

Retrospective research can be included in thesis.

Payment is required to 'enrol' on the day of submission and for examination.

No annual RTS quantum is received by the department but successful examination is included in formula for completion payments.

<http://mrgs.monash.edu.au/research/programs/mdunsupervised.html>

Handbook: <http://www.monash.edu.au/pubs/2008handbooks/courses/3852.html>

### **Doctor of Public Health (DPH)**

The DPH is a professional doctorate. Offered through DEPM in the School of Public Health and Preventive Medicine, the DPH has research, coursework and professional practice components comprising 70, 20 and 10% of the program respectively.

DEPM offers two types of DPH – both are highly competitive. The traditional DPH can be funded by bi-annual scholarship application rounds (Commonwealth and Monash scholarships). For the traditional DPH, course work comprises four core and two elective units. The public health practicum comprises a supervised attachment for a maximum of thirteen weeks in a public health setting. A 70,000-word thesis is submitted.

A DPH completed under the Victorian Public Health Training Scheme (VPHTS) is funded by the Victorian Government. Candidates may undertake the program on a full-time or part-time basis. Academic criteria for eligibility are similar to that of a PhD. Applicants for the VPHTS must be Australian Citizens or Permanent Residents.

### **Eligibility**

Applicants must have a Master of Public Health with an overall average distinction result or a bachelor degree with Honours 1 or Honours 2A in a health discipline from Monash University, or have qualifications which in the opinion of the Research Graduate School Committee are equivalent or a satisfactory substitute. Applicants must also have a minimum two years work experience in the field of public health, and must, to the satisfaction of the Research Graduate School Committee be suitable for the role of a professional working in public health. For international students, DRPM requires an overall IELTS score of 7.0 with individual band scores of 6.5.

### **The Victorian Public Health Training Scheme**

The VPHTS is funded by the Victorian Department of Health and aims to build the capacity and skills of the public health workforce through advanced academic training and supervised work in a series of public health field placements. Successful completion of the scheme leads to the award of the Doctor of Public Health degree from Monash University. The program attracts highly skilled people from many different back grounds in public health. It enables candidates to broaden their experience in the sector, build skills and deepen their academic and practical knowledge, such that they are capable of assuming positions of responsibility in public health.

Applicants are expected to demonstrate that they are well prepared for advanced training in public health and that they have the potential for an outstanding career in public health practice. They must be an Australian citizen or permanent resident residing in Victoria for the duration of the program.

The DPH program for VPHTS is a concurrent program of Monash University coursework and supervised placements in public health organizations, where students carry out a number of research projects.

Requirements for successful completion differ a little from those of a traditional DPH. , students need to pass four core and two elective coursework units, complete a practicum and submit a thesis. There are six placements over the three-year candidature, each of four months duration. The work and outcomes of these placements form the main content of the thesis. As a professional doctorate, the thesis comprises a portfolio of research work, either published or unpublished. It must make a significant contribution to the knowledge or practice of public health and must demonstrate the capacity of the candidate for independent work. Students are enrolled for a probationary period for the first 12 months, and need to show satisfactory progress at a 12 month review for continuation of candidature.

The Victorian Department of Health offers a limited number of scholarships for the VPHTS. These are paid and administered by the Department and support living expenses, currently for two years. VPHTS scholarships are tax free according to the Australian taxation Office class ruling CR 2009/133.

Applications are accepted throughout the year, but offers are made only once a year following the

advertisement in the Australian Press. It is expected that the next intake of five will be in February 2011.

Enquiries regarding application for a traditional DPH or a DPH funded by the VPHTS should be sent by email to the DEPM Doctoral Coordinator, Dr Elizabeth Douglas ([elizabeth.douglas@monash.edu](mailto:elizabeth.douglas@monash.edu)), who will let you know if your CV appears to be competitive. If so, you will be advised which steps to take next. Please make clear in your enquiry which scheme you are interested in and whether you require funding.

## Coursework

DPH students must complete four core coursework units. Two further elective are available. Any additional units need the approval of MRGS or could be undertaken after the completion of the DPH.

## Computers and IT matters [\[contents\]](#)

IT matters are detailed in the DEPM Induction Guide. What is most important for you to know is to use the shared departmental network drive for your work. None of your work should only be stored on the hard drive of your desk- or laptop computer. The shared drive is automatically backed up and ensures security. It is not good research practice and may potentially breach the confidentiality of participants if research data is stored on portable devices such as USB memory sticks.

## Conferences [\[contents\]](#)



PhD students are expected to present their research at national and international meetings, such as the Australasian Epidemiological Association National Conference, the Public Health Association Conference and any other relevant conferences. This allows them to expose their work to peer review and to develop networks that will be important in their subsequent research careers. DEPM supports

up to four students each year to attend the Australian Epidemiology Association or Public Health of Australia conferences.

## Data management

See Data Management under Ethics / Good Research Practice (below).

## Ethics / Good Research Practice [\[contents\]](#)

The Department places the highest priority on Good Research Practice (GRP). Every new student (and academic staff member) must have a GRP induction session and receive a copy of the booklet 'Good Research Practice Guidelines'. Students must also attend (free of charge) a GRP Short Course run by the Department within the first year of candidature. The Department expects all staff and students to conduct their research to meet the highest ethical standards and in compliance with all criteria specified by the Ethics Committee(s) involved in reviewing the project.



The Department's approach to research governance comprises a four-component model of risk management:

- an overall outline of risk management;
- a booklet 'Good Research Practice Guidelines';
- Short Courses in research practice;
- Research Governance Committee;

'Good Research Practice Guidelines' contains information and websites that are essential for good research practice, such as the National Statement on Ethical Conduct in Research Involving Humans at the NHMRC web site; <http://www.health.gov.au/nhmrc/publications/pdf/e35.pdf>.



The Department's Research Governance Committee is chaired by Ms Marina Skiba (pictured, left) and members include Prof Andrew Forbes, Assoc Prof Damien Jolley, Dr Jay Illesinghe and Dr Elizabeth Douglas. Liz is also Doctoral Coordinator.

Members of the committee are available to assist researchers with most aspects of the research process. Part of her work is to audit studies that are associated with Department. We recommend PhD students volunteer their projects for auditing as this is an opportunity to receive detailed feedback on research governance issues. Students must attend an induction that Marina holds monthly and must also attend DEPM.s Good Research Practice Short Course (free of charge).

## **Ethics**

No research may take place within the Department without the prior approval of Monash University's Humans Research Ethics Committee (MUHREC) formerly the Standing Committee on Ethics in Research on Humans (SCERH). You are required to gain ethical approval from the MUHREC as well as any other institution the research might involve. You may choose to nominate for example, the Alfred hospital as the primary Human Research Ethics Committee (HREC) and make 'an application to MUHREC for ethical approval for a multi centre application where the MUHREC is not the primary HREC'. Our Research Governance Committee is available to assist researchers in ethical matters. MUHREC regards Monash staff performing research at other institutions as 'multi-centre' research. More information is available at: <http://www.monash.edu.au/resgrant/human-ethics/forms-reports/form2.html>.

## **Collaborative projects**

For collaborative projects with other institutes/hospitals etc., it is essential that a written agreement is signed by all parties (your supervisor, external CI, student, etc.), including a publication and authorship plan and a data management agreement. Please consult with Dr Megan Brooks, Research Governance Officer. Please see the Doctoral Coordinator if this is not drawn up and signed within three months of your commencement.

## **Data Management**

Monash data management guidelines and checklist.

[www.researchdata.monash.edu.au/resources/datahdrchecklist.doc](http://www.researchdata.monash.edu.au/resources/datahdrchecklist.doc)

This is particularly important if your project is collaborative with an external institute, hospital, etc. (See also 'Collaborative Projects' above.)

It is essential that you become familiar with important guidelines regarding Data Management. Please visit the following website (<http://www.researchdata.monash.edu.au/>) and be sure to discuss all aspects of it with your supervisor. In particular, it is important that you understand the section [Ownership, copyright and IP](#) and go to the link Monash University Research Data Planning Checklist (Higher Degree by Research Student), to be filled in thoughtfully with your supervisor. Your principal supervisor should each keep a copy and a copy made for any external collaborators as relevant.

Note that the Monash data storage repository (LaRDS) is not to be used without consulting Colin Fee, IT Manager. Please consult him in the interim about optimal data storage strategies.

### **Privacy in data handling**

There are now legal requirements for the handling of data that includes personal, sensitive and health information. There are both State and Commonwealth legislation that can be at times, very confusing. The Department's Guidelines meet the legal requirements that set the minimum standards required, and at times the DEPM may require a higher standard for ensuring research participants' privacy. You will find useful websites in the GCP booklet and NHMRC website is also a useful resource. All staff are required to sign a confidentiality declaration to show that they understand and accept their responsibilities in ensuring the security and privacy of the data collected in the course of all research activity in the Department.



Breaches in privacy could potentially seriously affect all research in the Department. As part of our risk management plan there are certain procedures to follow when handling data. Information about data collection and management can be found in the Good Research Practice Guide, which you will be given when you join the department. The short courses also are helpful in understanding the Department's requirements.

## **Examination of the thesis**

### **Submitting**

When you submit, or after your thesis has been passed, the department will hold a small gathering to celebrate. You will be asked to give a final presentation to the department if your previous presentation did not include all your material. This is not a hurdle requirement but a celebration – we don't want it to represent any stress at all for you.

For submission processes, see <http://mrgs.monash.edu.au/research/examination/thesis-submission.html> and Chapter 7 of the MRGS handbook <http://www.mrgs.monash.edu.au/research/doctoral/chapter7f.html>

Note when preparing your manuscript that figures inserted from Excel must be in pdf format. A copy and paste may include, embedded in the figure, your raw data! This is accessible to an online reader of your e-thesis.

## **E-thesis**

Note that if you are still working on papers at the time of submitting your thesis, journals you wish to submit to may not accept your paper if you have not placed a temporary embargo on the e-thesis. Make sure you tick the relevant box appropriately

For information about copyright and preparing an eThesis for publication in the Monash University ARROW repository see <http://www.copyright.monash.edu.au/faqs/ethesis.html>.

## **Graduation**

It is expected that your supervisors will attend – ask them to put it in their diary.

## **External Reports** [\[contents\]](#)

Most PhD students will be working on Departmental grants obtained competitively from outside granting agencies. These agencies require annual reports on progress before approving further funding. You will generally be responsible for the production of the first draft of these reports. It is essential that these be completed before the reporting deadline and then discussed with your supervisor.

## **Forms** [\[contents\]](#)

Relevant forms can be found at <http://intranet.monash.edu.au/research/forms/formstopic.html>.

## **Intellectual Property and Deed of Assignment**

Students and their supervisors sign a form, included with the enrolment commencement kit (<http://www.mrgs.monash.edu.au/scholarships/students/commencementkit2.pdf>), which clarifies aspects of intellectual property (IP). Depending on which box you ticked, there is a deed of assignment to be signed. Monash guidelines are in line with other Australian universities. Most DEPM PhD students and all DPH students assign IP to Monash University. Information about IP can be found in Chapter 6 of the MRGS Handbook for Doctoral and MPhil Degrees: (<http://www.mrgs.monash.edu.au/research/doctoral/chapter6a.html>).

If you can't find the form, bring along a blank one and we'll discuss it at the review - it can be filled in post hoc. Most doctoral students, and all DPH students, assign IP to Monash.

## **Survey instruments**

Many survey instruments developed by other researchers are copyright. It is illegal to use them without a licence. In addition, there are specified methods of scoring individual surveys, which would be invalid if scored otherwise. If a fellow-student offers you a copy of a survey instrument, take its details and discuss obtaining a licence with your supervisor.

## Journal Club [\[contents\]](#)

The DEPM 'Journal Club' is organised by doctoral students, and comprises a mix of speakers and discussion. It is held in the DEPM Seminar Room, usually on the first Tuesday of the month. You are expected to take an active part in this Journal Club. The purpose of a Journal club is for doctoral students to speak about their relevant topics and to discuss methodological issues of relevance. The interactive format may be discussion of a journal article or the presenter's own research. However, as a result of student demand, this is often replaced by presentations by senior staff, who give practical advice and talk informally about his or her career to provide students with an insight into the many career pathways that can be followed.

Journal Club also provides the opportunity to improve presentation skills and to feel comfortable with the DEPM environment before presenting at a large conference.

## Leave

There are several types of leave: annual leave (administered at department level), intermission, sick leave and maternity leave. There is no bereavement leave *per se*; leave other than sick leave or maternity leave fall under intermission. Scholarship stipends may be paid during a limited period of sick leave.

<http://www.mrgs.monash.edu.au/research/doctoral/chapter4a.html>

Full-time doctoral candidates are entitled to a maximum of 20 days annual leave per annum, pro rata, throughout their candidature. Part-time candidates are entitled to a maximum of 10 days per annum, pro rata. There is no form for annual leave, which is arranged with the approval of the candidate's supervisor and academic unit. Annual leave is not approved by or reported to the Research Graduate School Committee. Annual leave can be accrued up to a maximum of 30 days for full-time candidates and 15 days for part-time candidates. Excess leave cannot be taken after completion.

See <http://mrgs.monash.edu.au/research/doctoral/chapter4a.html> for more information.

See also "Travel" below.

## Libraries and referencing [\[contents\]](#)



General information about Monash libraries can be found at <http://www.lib.monash.edu.au/>

Opening hours vary among Monash libraries and during various periods in the year, so check the websites. With your library card you can borrow up to 40 items for a month. Off-campus students can arrange postal loans. Your student status allows access to multiple journals and numerous online search engines and databases such as Medline.

## Hargrave-Andrew Library

The Hargrave-Andrew Library (<http://www.lib.monash.edu.au/hal/>) on the main campus houses four key collections: medicine and health sciences; biological and physical sciences; engineering; and

information technology. There is a special representative at the Hargrave-Andrew Library, Katrina Tepper ([Katrina.Tepper@lib.monash.edu.au](mailto:Katrina.Tepper@lib.monash.edu.au)), to help students on the AMREP/Alfred 'campus'.

### **Ian Potter Library**

In addition, DEPM staff and students have access to the Ian Potter Library (<http://www.lib.monash.edu.au/libraries/alfred.html>) in the AMREP precinct. Most of the textbooks and journals in disciplines such as epidemiology, biostatistics, occupational & environmental health etc are held in this collection. Tours of these libraries can be arranged. The library offers a range of learning skills services and online materials. There is a daily courier service between this and the main library at Clayton. Requests of purchase of books not in the Potter Library can be made to Katrina Tepper ([Katrina.Tepper@lib.monash.edu.au](mailto:Katrina.Tepper@lib.monash.edu.au)). Students can arrange to spend an hour with the librarian to learn about the libraries.

### **EndNote**

Managing your references is an important part of your doctorate. EndNote is a programme that you should become familiar with. It manages your references, receives references electronically from Medline searches and generates reference lists formatted to your choice at the push of a button. Training is available through the Ian Potter Library.

### **Monash Research Graduate School (MRGS)**

[\[contents\]](#)



The Monash Research Graduate School (MRGS) is the central Monash resource for Doctoral students and is located on the ground floor of the Research Services building (Building 3D) on the Clayton campus.

The MRGS is responsible for:

- Administrative coordination of doctoral and research masters degree programs including HDR load planning and determination of Research Training Scheme (RTS)-funded places, PhD, MD, MPhil, higher doctorate and professional doctorate course approvals, admission, candidature and thesis examination;

- Administration and payroll of postgraduate research scholarships, awards and grants, Dissemination of research training information;

- Day-to-day administration of the Monash Research Graduate Centre, including the coordination of the exPERT program of professional and research training.

In addition, the MRGS provides information on postgraduate study and scholarships at other Australian and international institutions.

The popular exPERT program focuses on key aspects of employment and research training. The program currently consists of seminars and workshops organised into several categories. See Professional Training below.

The MRGS offers a range of information services on research and employment training matters. **MRGS News** is an e-newsletter emailed fortnightly to registered candidates. It contains the latest information on seminars, conferences, scholarships, research opportunities and other events relevant to postgraduate research candidates.

## **Professional development** [\[contents\]](#)

### **Coursework**

#### **Compulsory**



All DEPM students, including those located elsewhere, are expected to complete the MPH1040 (Introductory Epidemiology) and MPH1041 (Introductory Biostatistics) coursework units (free of charge) to better equip you to undertake epidemiological research. Students are exempt if evidence is provided showing similar coursework has been satisfactorily completed previously. Students who completed honours ECX9720 in DEPM are exempt from MPH epidemiology if they achieved a Distinction in ECX9720, but exemption from MPH Biostatistics is

reviewed on an individual basis.

#### **Electives**

In addition, students may enrol in up to two further MPH units taught by DEPM free of charge during their candidature, the results of which will appear on your academic transcript. Ally has a list of specific units that can be undertaken from those listed in the DEPM Postgraduate Coursework Guide. We strongly encourage you to undertake such extra study, especially in areas related to your research topic. Note that only two places per year are available for Health Economics (i.e., 1 student doing two units or two doing one). These will be allocated on a first come, first served basis.

With the supervisor's and coordinator's permission, a student may attend ("audit") and participate in a unit in which they are not officially enrolled, but they won't receive credit on their academic transcript for that unit. You may attend an unlimited number of our routine Postgraduate units by attending the Block Days and taking part in the internet discussions. Chat with your supervisor about the relevance of units and your time pressures.

Contact Ally to enrol in coursework units. If you are eligible for an exemption, please provide her with details of relevant previous study so that this can be officially documented. Enrolling through Ally ensures an official record that will be checked off as a PhD requirement and also so that your results will appear on your academic transcript.

Note that other courses and coursework units outside DEPM undertaken by a student will most likely incur fees and payment of these fees are the responsibility of the student and supervisor. The department is unable to fund such fees.

## exPERT Seminars

The University offers various workshops and a summer school: <https://my.monash.edu.au/news-and-events/bookings/research/>

These seminars are also advertised in the MRGS News and you can access the current issue at: <http://www.mrgs.monash.edu.au/about/news/index.html#sems>. This lists all the workshops held at all locations.

exPERT Replay: DVDs of some previous exPERT seminars can be borrowed from Elizabeth Douglas, DEPM Doctoral Coordinator.

## Seminars in collaboration with University of Melbourne

UniMelb UpSkills Program is available free of charge to Monash postgraduates if places exist:

[www.gradresearch.unimelb.edu.au/programs/skills/index.html](http://www.gradresearch.unimelb.edu.au/programs/skills/index.html)

## Short Courses

Short courses (SC) are held throughout the year in our Department. As a doctoral student, you must attend Good Research Practice, at no cost. You may also attend Introduction to Stata (a statistical software package for quantitative analyses recommended by the Department's biostatisticians) at no cost. For the other SCs, you have the option of paying half price or tutoring in lieu of the fee. PhD students cannot be admitted *gratis* since this has severely impeded profitability of previous courses. Students can acquit the cost of attending courses other than STATA and GRP by teaching four unpaid tutorials for attendance at a two-day SC, two tutorials for a one-day and one tutorial for attending a half-day SC. Alternatively, the cost of SCs can be acquitted with three hours of marking for a half-day SC, six hours for a full day, etc. This must be arranged in advance and signed off by a Course Coordinator. Suzy Giuliano, SC Coordinator, liaises with Ally Yooyem, who coordinates this list.

## Professional Organisations

Several professional organisations exist for those involved in epidemiology and other public health related disciplines. Active participation in one or more of these organisations is important for those wishing to develop a position of influence in their specialty and/or to develop a successful research career. Your supervisor/s will be able to direct you to important ones in your field.

Membership and involvement in one or more of these groups is especially important for epidemiologists because work in the field is greatly assisted by having a wide range of professional contacts. These organisations also provide an important educational and social resource. All hold regular scientific meetings which are a good opportunity to present doctoral work.

## Online lectures



Universities around the world offer online lectures (e.g., UCLA on STATA).

## Other resources

The Doctoral Coordinator holds copies of some exPERT Replay DVDs and some booklets

about handling the PhD experience. These can be borrowed.

Two electronic publications that may be useful include the electronic publication 'How to Write a Thesis' by Rowena Murray

(<http://library.monash.edu.au/vwebv/holdingsInfo?searchId=3487&recCount=20&recPointer=0&bibId=2304306>) - read it early in your candidature - another electronic book is 'The Unwritten Rules of

PhD Research' by Gordon Rugg & Marian Petre

(<http://library.monash.edu.au/vwebv/holdingsInfo?searchId=3536&recCount=20&recPointer=0&bibId=2306208>).

## **Publications** [\[contents\]](#)



Students are encouraged to produce as many publications as possible during their candidature since success in this area will have a major bearing on your success in obtaining future "post-PhD" support and especially in gaining overseas fellowships. You should adopt the modus operandi "Write early and write often". You will be responsible for producing drafts of papers which should then go to your supervisor and other collaborators for further advice. Initial drafts need not be perfect! It is important to get supervisor feedback on your broad ideas first, and then gradually fine-tune the detail in subsequent drafts. For authorship guidelines, please see that section above. It is of course essential that all authors sign off on the final version of the paper before submission.

It is essential that you include in your affiliations, the Department or School, and Monash University. On publication, please contact Nicole Shears in the Head of Department's office. She will guide you through providing required details for new publications. The publication will then be included in the Department database, put onto the notice board, and processes begun to ensure all authorship forms required by Monash are signed for each publication, and that the publication is included in our annual publication report to Faculty. The Department gives a small award ("The Pen") to recognise a student's first publication.

## **Authorship of papers**

The list of authors of an academic publication, and the order in which they are listed can be a contentious matter. To avoid possible embarrassment it is imperative that those preparing the drafts of publications discuss these matters with the most senior author and/or your supervisor prior to a draft being circulated. All potential authors also need to sign a form available on the intranet. DEPM guidelines for authorship can be viewed on the Intranet. The Research Governance Committee is the vehicle for queries or grievances through the Research Governance Officer, Dr Megan Brooks.

It is also essential that all granting bodies are appropriately acknowledged. The most senior author must take responsibility for this.

Monash authorship policy:

<http://www.mrgs.monash.edu.au/research/staff/ip/index.html>



Authorship contribution form:

[http://www.mrgs.monash.edu.au/research/examination/declaration\\_of\\_authorship\\_mar06.rtf](http://www.mrgs.monash.edu.au/research/examination/declaration_of_authorship_mar06.rtf)

## Recreation [\[contents\]](#)



All work and no play... Monash University arranges various trips and tours: <http://www.sport.monash.edu.au/tripsandtours/>

Recreation facilities are available at the main campus and the Alfred Research

Student Society also offers gym membership for students on the Alfred campus.

## Review of progress – Annual reviews [\[contents\]](#)

Throughout your candidature, you will have review meetings with your supervisors and two independent academics to assess how your work is progressing –

- after six months ( to enable other researchers in the Department to provide feedback during the planning phase of your project), at 12 months (confirmation of candidature),
- at 21-27 months (mid-candidature)
- and 6 months pre-submission. For all but the first 6-month review you will be expected to give a short presentation and to submit a written report on your progress.

At the review meetings, apart from your progress document, you will be required to bring your diary listing your contacts with supervisors, contribution to teaching, publications, presentations, seminars attended and courses undertaken. The University requires your progress reports to be submitted to the Monash Research Graduate School and the Department review process is intended to facilitate completion of the MRGS report. The first 6-month report is filed in the department only.

A detailed guide will be sent to you two weeks before each review. You are strongly encouraged to prepare carefully for these presentations - a well prepared talk can be of great value to one's reputation and career.

Further six month reviews may be arranged if there are issues to be resolved. You will also be required to fill in an on-line survey each year at re-enrolment.

## Scholarships [\[contents\]](#)

### Postgraduate Scholarships

Postgraduate Scholarship Database for Australia: <http://www.jason.edu.au/>

Monash webpage: <http://www.mrgs.monash.edu.au/scholarships/apply/>

Monash International Postgraduate Research Scholarship (MIPRS):

<http://mrgs.monash.edu.au/scholarships/tuition/miprs.html>

These are extremely competitive, requiring at least either publications in English-language peer-reviewed journals or an outstanding academic record.

Information for staff involved with scholarship selection is available in the Scholarship Principles and Procedures manual: <http://www.mrgs.monash.edu.au/scholarships/selection/>.

Part-time awards are not available to international applicants or to applicants seeking to undertake paid employment on a full-time or a substantial part-time basis. The same employment conditions that apply to full-time awardees apply to part-time awardees. A part-time scholarship may be awarded in exceptional cases for medical reasons.

Deadline each year on 31 October. There is also mid-year round if funds remain (usually the case in difficult economic times). The NHMRC scholarship deadline 31 July, with announcements in November / December.

See also under 'Doctoral Degrees' above.

## **Faculty/Departmental Awards**

Monash Departmental Scholarships - MDS

Faculties and departments at Monash University offer postgraduate scholarships funded from faculty or departmental or outside funds to be used at the faculty's or department's discretion. However, our Department does not offer local scholarships, except via research funding with such a component (see below) or an occasional 'top up' in exceptional circumstances.

## **Monash Research Scholarships - MRS**

Departments at Monash University offer externally funded postgraduate scholarships where the sponsor indicates that the funding is to be used for a scholarship under specified conditions. For further details contact the head of your department.

When filling in an application, please note that for the Field of Education item (Q5e) you must select 'Medical studies not elsewhere classified'.

Other scholarships (**Statistical support grants, Doctoral Completion Scholarships** for those not previously holding a scholarship) - see [www.mrgs.monash.edu.au/scholarships/](http://www.mrgs.monash.edu.au/scholarships/)

## **Postgraduate Publication Awards**

These are offered four times a year. The Postgraduate Publications Awards (PPA) are designed to encourage research degree candidates to disseminate their research findings to a wider audience through publication in professional journals or books. The PPA provides a living allowance for up to 12 weeks for research students whose theses are under examination and wish to use that time to write articles or books based upon their thesis.

The awards are open to postgraduate research students who have submitted or are about to submit their thesis. Their value is equivalent to the current APA rate (\$20,427 p.a. in 2009) for a period of up to 12 weeks, and is taxable.

## **Candidature without a scholarship**

Tuition fees for international students in 2011 are \$345000.

OSHC (insurance) is about \$1600 for the 4 years and needs to be paid upfront in full.

The 2011 stipend is \$22,860 p.a. (untaxed).

## **Secretarial & administrative assistance** [\[contents\]](#)

Due to limited staff resources, the Department is unable to provide secretarial or administrative assistance for PhD and DPH scholars. It is expected that all doctoral students will develop competence with word processing and production of electronic presentations at an early stage in their candidature. Budget-permitting, your Unit will attempt to provide funding for attendance at appropriate computer courses so that routine word-processing, slide processing etc. can be done without the need for secretarial assistance.

## **Seminars** [\[contents\]](#)

The School holds weekly seminars in the Departmental seminar room on Wednesdays from 12-1pm.



Doctoral students are expected to attend throughout their candidature. It is a University requirement that students attend at least 80% of Departmental seminars. It is your responsibility to attend as many presentations as possible, even if they are outside your field of research. At 12 months, 24 months at on completion of candidature students present at this series. We understand that some part-time students and those with clinics may find it difficult to attend

every week. Please keep a record of attendance in the red 'diary' you will be given when you start your candidature.

The Department places great importance on these seminars as part of the research and professional experience of doctoral students and academic rigour of the Department, even if not all topics appear immediately relevant to their work or study. Exposure to a range of projects enables you to see a variety of research approaches in action and get a feeling for the strengths and weaknesses of each. You will see how others have approached problems and will gain perspectives far beyond those gained from your individual research projects. Witnessing many presentations can also be an important aid in developing a professional presentation style yourself.

In addition, speakers are invited to linger after their presentation so that doctoral students can discuss with them the career path which led to their senior positions.

## **Supervisors – managing them! [\[contents\]](#)**

Each student will have a principal Monash University supervisor and at least one associate supervisor. Many will also have external associate supervisors.

### **Meetings**

The student is responsible for arranging regular meeting times with their supervisors. Full-time students can expect to meet with their principal supervisor approximately once every two weeks, depending on the stage of their project. Meetings with all supervisors can be difficult to coordinate, but students are expected to persevere in a professional manner with trying to arrange such meetings at least twice a year. It may require meetings after hours. Students are responsible for keeping records of meetings, the issues discussed and decisions reached. The red 'diary' is provided for these records and should be available at review meetings. Students should ask their supervisors to let them know if they are going on leave. Students should be included in unit meetings, even if you have chosen your project, which may be outside the program of research being undertaken elsewhere in the unit.

### **Feedback from supervisors about written work**

Students and supervisors should agree on an acceptable turnaround time for commenting on students' written work. This is particularly important towards the end of candidature, but also with submission of journal articles within the time frame of your candidature and for your progress in general. Waiting months without any feedback is not acceptable! Nor is undue patience when others succeed with the squeaky wheel approach.

### **Support from DEPM**

If things go wrong, you have the right to request more from your supervisor. They have a responsibility to provide adequate, appropriate and timely support, guidance and feedback. Please come and chat with Liz (Doctoral Coordinator) if you have concerns about any aspect of your supervision.

### **Teaching**

Contributions to teaching provide one of the most effective ways of learning. The Department expects all students and staff to make a contribution of at least 10 hours per semester to teaching. At an early stage, this may involve activities such as undergraduate tutorials or problem-based learning sessions and exam marking. Later on you may be asked to assist in other ways such as course coordination.

The Department pays for all teaching through the Monash payroll system (unless it is in lieu of Short Course fees by arrangement). Teaching can make a valuable contribution to the income of doctoral students. Contributions to teaching are taken into account if students apply to the Department for support to attend the Australasian Epidemiological Association and Public Health Association of Australia Conferences (if your abstract is accepted). Teaching contribution can also offset Short Course fees (see 'Teaching' and 'Short Courses' below).

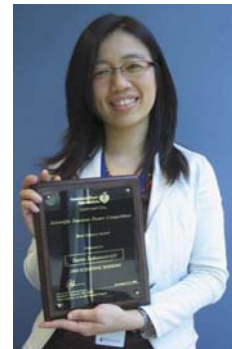
You will be expected to keep a record of all teaching contributions in the work diary that will be supplied to you. It is most important that teaching contributions are limited to a maximum of six hours per week so that they do not interfere with the progress of your doctoral study. Request to undertake more teaching, even a very limited amount, should be discussed with your supervisor and/or the doctoral coordinator. Watch for emails sent by staff from time to time seeking tutors, and also contact Ally Yooyaem and Maida O'Keefe, under- and postgraduate administrators.

PhD students can acquit cost of attending courses other than STATA and GRP through teaching. See 'Short Courses' under 'Professional Development' above.

## Travel

### Funding

Limited funding for conference attendance is available through the Faculty, DEPM and departmental Units. Other funding may be available through grants. See your supervisor and Unit Head. DPH students with Victorian government funding are not eligible for Faculty travel grants as this is included in their funding. DEPM supports up to four students each year to attend the Australian Epidemiology Association or Public Health of Australia conferences.



Postgraduate travel grants assist students who wish to attend conferences:

- to present a paper or poster on their current research;
- to undertake field trips, surveys, data collection or interviews
- to learn new techniques,
- to pursue research in specialist archive collections,
- to utilise specialist equipment not available at Monash

Interaction with researchers of international repute enriches and broadens a student's research experience, while also stimulating collaborative research links between Monash and other tertiary and research institutions.

For more information about Postgraduate Research Travel Grants see

<http://mrgs.monash.edu.au/scholarships/grants/postgradtravelgrants.html>

### Travel arrangements and insurance

For international (but not local) travel, students must complete an 'Application for "study away"' from the university. Also click the link to insurance on that form. Insurance is automatic for internal travel. <http://www.mrgs.monash.edu.au/research/students/variation.html>

### Travel to collect data / study

With supervisor approval, candidates with or without a scholarship are allowed a maximum of 12 months "study away" time. More than that must be requested for consideration by the MRGS

steering committee. No funds are available from the department or from scholarship funds for such travel.

## **Troubleshooting**

If you experience any difficulties with your supervisor that you are unable to resolve, it is important to discuss these with someone in the department. Occasionally it is necessary to add further supervisors or even change supervisors. The Doctoral Coordinator, Elizabeth Douglas, and the DPH Coordinator, Robert Hall, are always available to support students during such a process.

**Good luck!**

*(Let us know if you need more information)*

