2015 Induction Handbook
MBio Graduate School
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Introduction

Welcome to Monash University and the School of Biomedical Sciences

This booklet will provide you with information about the main things that you may need to know during your time at the University as a higher degrees research student. All information contained within this handbook is correct at the time of printing.

The School of Biomedical Sciences (SOBS)

SOBS is part of the Subfaculty of Biomedical and Psychological Sciences. There are six departments and eight technology platforms:

Departments
- Anatomy and Developmental Biology
- Biochemistry and Molecular Biology
- Microbiology
- Pharmacology
- Physiology
- Medical Imaging and Radiation Sciences

Technology platforms
- Monash Antibody Technologies Facility
- Monash Biomedical Proteomics
- Monash Micro Imaging
- Protein Production Unit
- Australian Phenomics Network
- Macromolecular Crystallisation Facility
- Micromon
- The Clive and Vera Ramaciotti Centre for Structural Cryo-Electron Microscopy

SOBS conducts a diverse range of undergraduate and graduate teaching, research and commercial activities. The School of Biomedical Sciences has over 500 staff in ongoing and contract positions and more than 300 casual and professional staff.

SOBS is highly active in research, with numerous grants from international and Australian sources including the National Health and Medical Research Council (NHMRC), Australian Research Council (ARC), National Institutes of Health (NIH) and other public sector funding bodies. SOBS has many different sources of income including teaching.

MBio Graduate School

The MBio Graduate School was established in 2009 in the Faculty of Medicine, Nursing and Health Sciences. The graduate school in SOBS and the Australian Regenerative Medicine Institute (ARMI) aims to provide postgraduate students with an enriched and broadened student experience and will offer tailored scientific and professional development training programs to students in order to prepare you for a range of future careers.

Mission

The mission of the MBio Graduate School is to develop a graduate program in biomedical sciences that will:
- enhance the scientific and professional development of Higher Degree by Research students in Biomedical Sciences;
- prepare postgraduate students for a range of future careers by enriching and broadening their experience;
- provide student support, mentoring, leadership programs, access to platform technologies, workshops, social activities, and professional development; and
- showcase the research opportunities within the Biomedical Precinct that will allow for marketing and recruitment of graduate students in the Faculty.

Website

The MBio Graduate School website provides a one-stop shop for all your postgraduate needs: www.med.monash.edu.au/mbio-gradschool/index.html

Contacts

Associate Professor Martin Stone
Director, MBio Graduate School
Email: martin.stone@monash.edu

Dr Shae-Lee Cox
Senior Project Manager, MBio Graduate School
Email: shae.cox@monash.edu

Dr Pamela Dean
Project Manager - Research Training
Email: pamela.dean@monash.edu

Committees

The MBio Graduate School Management Committee bears overall responsibility for graduate education of doctoral and research masters students enrolled within the School of Biomedical Sciences.

The MBio Graduate School Student Committee represents the graduate students across the MBio Graduate School. The purpose of the committee is to promote communication between MBio graduate students and the MBio Graduate School and its Management Committee, and to promote academic and social interaction amongst the graduate student body.

A list of current committee members can be found at the MBio Graduate School website.
The Biomedical Sciences PhD Program Overview

This program provides doctoral (PhD) students with the opportunity to focus on developing knowledge and expertise in their chosen discipline, as well as developing professional skills that will support their career ambitions.

Each student’s research will be supported by the development of a range of skills that will help them to become more efficient researchers, ultimately improving the quality of the research and developing generic/transferable skills of value to prospective employers.

Program requirements

Compulsory training

All research students will be required to undertake compulsory training in the following areas:

- Monash Graduate Research Induction (online activity);
- Research Integrity (online activity);
- Faculty Induction.

Professional development component

Students must, in consultation with their supervisor(s), satisfactorily complete a minimum of 120 hours of graduate research professional development activities:

- 80 hours (minimum) of general professional development from the Graduate Researcher Development module, delivered through the Monash Institute of Graduate Research from the following categories:
  - Research Essentials (e.g. Preparing for confirmation)
  - Managing your Career (e.g. CV and cover letter essentials)
  - Publishing, Communication & Dissemination
  - The Professional Toolkit (e.g. Project Management)
  - Networking & Collaboration
  - Leading People & Projects
  - The International Experience
  - Graduate Researchers who Teach

- 40 hours (minimum) of discipline-specific professional development, from the Discipline Enhanced Development Module which includes:
  - Cutting Edge Research Technologies
  - Platforms
  - Analysis of Current Literature (Journal Clubs)
  - Effective Teaching Approaches (Demonstrator Training)
  - Written and Oral Communication skills
  - Scholarly Communication

If you have any questions regarding the MBio Graduate School or your candidature, please do not hesitate to contact your GR Coordinator or the MBio Graduate School.
Effective Management of a Biomedical Science Research Project
From Project to Product
Relevant Technical Training Programs.

All courses offered are listed in Graduate Research Activity Management System - GRAMS (for more information see the section on GRAMS). More information can be found on the MBio Graduate School website.

# Graduate Research Activity Management System (GRAMS)

GRAMS is an online system that has been designed to support you in the management of your professional development activities. You will register for all of your activities using GRAMS.

GRAMS will allow you to:
- View all activities available to you;
- Register for activities you wish to attend or join a wait list if the activity is full;
- De-register for activities you can no longer attend (allowing for those on the wait list to take your place);
- View activities you are registered for and those you have completed;
- Generate a statement of activities to present to Milestone Review Panels or potential employers.

You can access GRAMS through your my.monash portal. You must be logged into my.monash with your student account in order to access GRAMS. To search and register for activities:
- Click ‘Search’ under ‘Activity Search’
- In the drop-down list, select the Learning Domain you wish to search for activities in and click on ‘Search’. A list of activities will show.

Several Quick Reference Guides are available to help you navigate GRAMS. These can be accessed on the GRAMS webpage: [http://intranet.monash.edu.au/migr/doctoral-program/grams.html](http://intranet.monash.edu.au/migr/doctoral-program/grams.html) under the ‘Accessing and using GRAMS’ section.


When you have completed training activities, they will be listed the “My Completed GRD/DED Activities” reports available through your GRAMS account. These reports can be downloaded, printed to show your supervisor or advisory panel, and included in your CV or sent to potential employers. The activities will not be listed on your academic transcript.

For more information on GRAMS see [http://intranet.monash.edu.au/migr/doctoral-program/grams.html](http://intranet.monash.edu.au/migr/doctoral-program/grams.html)

### Ethics

Monash University requires researchers to obtain approval for any research or teaching involving human or animal experimentation. This approval can only be given by an Animal Ethics Committee (AEC) or Human Ethics Committee (HEC). The AEC or HEC must approve each application to use animals or humans, respectively, before experiments commence. It is a legal offence for an individual to proceed without this approval.

See the Monash Research Office website for details: [http://www.monash.edu/researchoffice/ethics.php](http://www.monash.edu/researchoffice/ethics.php)

#### Animal ethics approval

Generally at the beginning of your candidature, your supervisor will write the animal ethics applications for your research, or will have already obtained approval. As your candidature progresses, you may have the opportunity to be involved in writing an application. The Monash Research Office provides information and guidance on the application process.

Applications from research in the School of Biomedical Sciences and ARMI are submitted to the Monash Animal Research Platform Animal Ethics Committee via email to animal.ethics@monash.edu, which considers applications at their monthly meetings.

#### Training

If your project involves the use of animals, you are required to attend a full day information session ‘Regulatory Issues, Animal Care and Use in Research and Teaching’. You will be given a certificate upon completion of this course. If you have already completed this training recently at Monash (eg during the previous year in honours) you may not need to undertake this course during your PhD (although it is strongly advised that you regularly check the Monash Research Office website for updates in legislation and guidelines).

Monash Animal Services also runs practical training courses which you may also need to attend depending upon your research project or as required by the AEC.

#### Human ethics approval

The Monash University Human Research Ethics Committee (MUHREC) reviews all research involving human participants at the University. Applications can be submitted at any time and will be considered at the next meeting. Information and forms can be found at the Monash Research Office website.
Candidate information

All HDR students should read and become familiar with the information provided in their course handbook: Handbook for Doctoral degrees and Handbook for Research Master’s degrees.

www.monash.edu/migr/research-degrees/handbook/content/

This document outlines the responsibilities of you – the candidate, your supervisor, the Department, and the University. It also provides information on the preparation, presentation and submission requirements of your thesis and the details of grievances, fees and scholarships and the University intellectual property policies.

Student and supervisor responsibilities

The Monash University Code of practice for supervision of doctoral and research masters candidates (Chapter 5 Doctoral and Master’s Handbooks) identifies the reciprocal and shared responsibilities of the institution, academic units and faculties, research supervisors and candidates in ensuring the finest quality of research and research training is maintained at Monash University.

Duration of candidature

The minimum period of candidature is two years of full-time or four years of part-time candidature.

The maximum period of candidature is four years of full-time or eight years of part-time candidature. In exceptional circumstances where candidature has been delayed by factors outside the control of the candidate, an extension may be granted.

The normal length of candidature is considered to be three years full-time or six years part-time. It is strongly recommended that a student design a project which can be completed within three years of the commencement of candidature.

Probation

Candidature will be confirmed subject to the receipt of a satisfactory report of progress (confirmation of candidature) at the end of the 12-month (full-time) or 24-months (part-time) period of probationary candidature.

Attendance

In order to undertake full-time candidature, a candidate must be able to devote a minimum of four week days to the pursuit of the research project. In order to undertake part-time candidature, a candidate must be able to devote a minimum of two days per week (must be weekdays for lab-based projects) to the pursuit of the research project.

Throughout their candidature, all candidates must regularly attend their department, school, centre or faculty and participate fully in the intellectual, research and academic life of their academic unit. To this end, a range of orientation programs, research seminars and training workshops etc are normally organised on a regular basis. All candidates are therefore required to:

- discuss progress with the supervisor at least once every calendar month (part-time candidates) and every two weeks (full-time candidates). This contact may occur using forms of interactive communication;
- hold a minimum of two ‘in person’ meetings with the supervisor each year (for example at confirmation of candidature time and during completion of annual progress reports);
- attend the University frequently and on a regular basis; and
- attend all courses, seminars, workshops etc as are deemed necessary by the head of the academic unit. (For example, in the case of a regular seminar or lecture series, a minimum of 80 per cent attendance may be deemed adequate).

Annual leave

Full-time candidates are entitled to a maximum of 20 days per annum, pro rata, and part-time candidates are entitled to a maximum of 10 days per annum, pro rata.

Candidates must negotiate annual leave with their academic unit and supervisor and annual leave entitlement cannot be accrued beyond six weeks (30 days). Candidates wishing to take further leave must access their special leave or intermission leave entitlements.

Sick leave

In the event of illness, candidates may take up to 10 days of sick leave each year without applying for leave from candidature. This leave is negotiated with the candidate’s academic unit and supervisor. Further information on sick leave is available in Chapter 4 of the Doctoral and Master’s Handbooks.

Intermission

Under special circumstances, a candidate may apply for an intermission or intermissions of candidature of up to 12 months duration in total.

More information on intermission and other types of leave can be found in Chapter 4 of the Doctoral and Master’s Handbooks.
**Employment**

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 six hours only on average of this employment may be undertaken during normal working hours (9 am to 5 pm, Monday to Friday). 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.

These conditions also apply to full-time and part-time Australian Postgraduate Award (APA)/Monash Graduate Scholarship (MGS) awardees.

**Milestone reporting**

The MBio Graduate School Management Committee has instituted a uniform system of PhD Student Progress Management which also extends to Milestone Review Panels. The new system meets the Monash Institute of Graduate School (MIGR) requirements (see the Graduate Research Progress Management Procedures at: [http://policy.monash.edu.au/policy-bank/academic/research/migrs/grad-research-progress-management-procedures.html](http://policy.monash.edu.au/policy-bank/academic/research/migrs/grad-research-progress-management-procedures.html)).

**Milestone Review Panel Composition**

Each PhD student should have a Milestone Review Panel (MRP) consisting of at least:

- The Chair.
- A minimum of two senior academic staff members with extensive experience in supervising graduate research students, drawn from the student’s academic unit, faculty or from another academic unit or faculty within the University (one must be conversant with the general area of research).
- Another person nominated by the Chair as appropriate. This can include independent panel member/s external to the University with relevant and equivalent expertise.

**Milestones**

At a minimum, Milestone Review Panels should meet with the student at the four candidature milestones:

1. 6-month Review
2. Confirmation of Candidature (at 12 months of candidature)
3. Progress Review (at 24 months of candidature)
4. Final Review (at 36 months)

Each student will be notified via their student email account of upcoming milestones by MIGR prior to the milestone due date.

Forms and information on the requirements for each milestone can be found at the MBio website [http://www.med.monash.edu.au/mbio-gradschool/milestone-requirements.html](http://www.med.monash.edu.au/mbio-gradschool/milestone-requirements.html) next year of candidature in their research program.

**Intellectual property**

Candidates and their supervisors are required to sign an [intellectual property form](http://www.med.monash.edu.au/mbio-gradschool/milestone-requirements.html) at the time of first enrolment. Regular [intellectual property seminars](http://www.med.monash.edu.au/mbio-gradschool/milestone-requirements.html) are run by Monash Institute of Graduate Research to assist students and their supervisors with these matters. The university’s Intellectual Property regulations for doctoral students are outlined in Chapter 6 (‘Intellectual property’) of the Doctoral and Master’s Handbooks.

**Authorship and publication**

The University's regulations on authorship and publication are outlined in Chapter 6 (‘Intellectual property’) of the Doctoral and Master’s Handbooks.

**Thesis preparation**

There are two standard modes of submission for doctoral and MPhil theses:

- standard thesis; and
- thesis by publication.

Chapter 7 of the Doctoral and Master’s Handbooks contains detailed information on the preparation and presentation of theses. The thesis by publication is a thesis format that includes papers that have been prepared, or accepted, for publication.

It is advisable that you discuss the format of your thesis at the start of your candidature.

**Scholarships**

Postgraduate Research Scholarships are available for full-time research at postgraduate level for study at one of Monash University's Australian campuses. Over 200 are offered at the main central selection round, which closes on 31 October each year. A mid-year scholarship round is held each year which closes on 31 May.

The Faculty of Medicine, Nursing and Health Sciences also have postgraduate scholarships available.

Your department may also offer departmental scholarships, including the newly established MBio Postgraduate Development Scholarships. Please ask your departmental GR Coordinator.

There are a vast number of external scholarships available for postgraduate study:

- Scholarship Opportunities
- Community of Science
Grants for research students

Monash offers a number of postgraduate grants for students to undertake research activities such as attending a conference, writing papers. Details can be found on the Monash Institute of Graduate Research website.

The MBio Graduate School offer the Anthony Koelmeyer International PhD Excellence Awards for international conference attendance and/or laboratory visits. Additionally the school offers other awards for research excellence. See the MBio Graduate School website for details.

Your department may also offer postgraduate grants or support. Please contact your departmental GR Coordinator.

Demonstrating

During your candidature you may have the opportunity to become a demonstrator in one or more undergraduate subjects taught by your department. Sessional teaching is a great way to gain teaching experience and earn some money.

Information on sessional teaching including pay rates, teaching resources and forms can be found at Sessional Academic Support at Monash website.

Please note that there are restrictions on the amount of paid employment that can be undertaken if you enrolled in a doctoral or MPhil, or if you are a scholarship holder. Please see the employment conditions for doctoral and MPhil candidates and conditions of receiving a postgraduate research scholarship in the Doctoral and Master’s Handbooks and MIGR website.

Travel

An application to Study Away needs to be submitted to the Monash Institute of Graduate Research for all periods of overseas travel. On return from an approved period of study away students will be required to lodge a Resumption Form with Monash Institute of Graduate Research. For interstate travel, a study away application does not need to be submitted if travel is for a period that is less than six weeks.

Application for Study Away must be accompanied by a Staff/HDR Candidate International Travel Plan. In cases where applications for Study Away are to countries with travel advisories categorised as DFAT level 4 or DFAT 5, the Travel Plan must also include a Security/Safety Plan. The Staff/HDR Candidate International Travel Plan, along with information on what needs to be included in the Security/Safety Plan, is available from: www.adm.monash.edu/human-resources/forms

Monash University uses two preferred travel management companies, HRG (Australia) and Voyager Travel Corporation (Voyager).

All students travelling on approved study away are required to register on the Insurance Services website located at: http://intranet.monash.edu.au/finance/firm/insurance/businesstravel/ if they wish to be covered by the University Travel Insurance.

A pre-travel health check is an important part of planning any international travel. A pre-travel health check can be undertaken at any of the university’s health services or by your personal doctor. It is important that you make an appointment sufficiently in advance of any travel, to allow adequate time to follow through with recommended health advice and appropriate vaccinations if required.
Resources and services for postgraduate students

Monash Institute of Graduate Research (MIGR)
The Monash Institute of Graduate Research is responsible for the administrative coordination of doctoral and research masters degree programs including admission, candidature and thesis examination, postgraduate research scholarships, awards and grants, dissemination of research training information, and coordination of the Monash Doctoral Program.

Faculty of Medicine, Nursing and Health Sciences Research Degrees Office
The Research Degrees Office has responsibility for the management and administration of all postgraduate research activity in the Faculty of Medicine, Nursing and Health Sciences. The office provides advice on scholarships, regulations, policy and procedural matters, in addition to performing a variety of tasks related to postgraduate matters such as enrolment and re-enrolment of Masters research candidatures and facilitating the examination of masters theses.

Monash Research Graduate Centre
The Monash Research Graduate Centre is located at 24 Sports Walk adjacent to the Monash Institute of Graduate Research and next door to the Monash Club, at the Clayton campus.

All postgraduate research students from any Monash campus can register to use the general facilities of the centre including computing resources.

Monash Postgraduate Association (MPA)
The Monash Postgraduate Association Inc (MPA) is the representative body for all research and coursework postgraduate students enrolled through Monash University’s Victorian campuses. They run seminar programs, networking functions and provide information and advice on postgraduate matters for postgraduate students.

International students
Monash University offers a wide range of services for international students including information on English language support programs, peer mentor support programs and important information about studying at Monash University and living in Australia to help you settle in.

The Monash Postgraduate Association provides information and services for all international students as well as orientation programs for international postgraduate students.

The International Postgraduate Academic Support (IPAS) provides services for postgraduate research and coursework students to improve academic performance in learning, researching and studying and the use of English.

Student support
Student Support Services
It is well known that what affects you personally will also affect you academically – so taking action early is good self-management and many students have successfully completed courses despite experiencing difficulties of a personal nature.

Monash Connect
Monash Connect provides administrative services (eg ID cards, enrolments, fees, graduations, exams, scholarships, parking, timetables, travel concessions, official letters and transcripts), International student support advice (eg visas, eCOE, and residency) and financial assistance. Contact details: 9902 6011; ask.monash or drop into one of the Monash Connect offices on your campus: www.monash.edu/connect/locations.html

Counselling and Mental Health Services
The Counselling Service offers a daily drop-in service for new clients (check campus for times) with subsequent sessions by appointment. See the website for contact information: www.monash.edu.au/counselling/

For 24 hour emergency counselling and support please see: www.monash.edu/counselling/24-hour-emergency-contacts.html

After hours counselling for Monash students and staff. Free, private and confidential. Please telephone 1800 350 359.

Contact the Safer Community Unit for specialist advice and support when you feel unsafe, or have concerns about someone’s behaviour or wellbeing. Telephone: 9905 1599 or email: safercommunity@monash.edu
IT resources

Postgraduate students can obtain a staff-like email address (firstname.lastname@monash.edu) which enhances the standing of the research student as a representative of the faculty that is supporting their research. Contact e-solutions service desk to make a request.

Monash University recognises that postgraduate students who undertake research for a higher degree qualification require enhanced IT resources to help them successfully complete their studies.

Automatically granted to all postgraduate research students:
- enhanced email options;
- additional network drive space;
- extended computer account access; and
- wireless network access.

Ask your supervisor or faculty IT support unit for activation or additional credit for:
- staff-like email address;
- enhanced dial-up account service;
- flexible internet options;
- printing subsidy; and
- collaboration areas.

Hargrave-Andrew Library

Hargrave-Andrew Library, one of eight branch libraries of the Monash University Library, supports and resources the learning, teaching and research activities of staff and students at the university’s Clayton campus. Collection strengths are:

- biological and physical sciences
- engineering
- information technology
- medicine and health sciences

The Hargrave-Andrew Library also has an electronic collection that can be accessed via the resources page or by searching the catalogue. Access to many electronic resources is restricted to Monash University staff and students.

The Monash University Library offers services exclusively for Monash University staff, postgraduate and honours students:

- contact librarians help you research and find library resources;
- learning skills staff can advise you about essay, report and thesis writing and improving oral presentation skills;
- document delivery service acquires materials from other libraries on your behalf or you can borrow from other libraries in person (see tip two below);
- the ARROW repository archives and promotes your research output;
- generous borrowing conditions, borrow more items, for longer;
- quality electronic resources purchased by the library available 24/7;
- EndNote bibliographic reference management software support and training;
- special collections of research materials; and
- see new titles (800+ a week) added to the collection.

Data management

Monash University’s Draft Research Data Management Policy and Procedures outline the responsibilities of the University and its researchers in the area of research data management. They reflect the University’s commitment to complying with the Australian Code for Responsible Conduct of Research (2007).

The Research Data Management website provides guidance on common research data management issues and highlights the portfolio of advisory and technical support services that are available to researchers (including GSR students).

Monash University encourages all researchers (including higher degree students) to undertake data management planning at the start of each research project. Monash Institute of Graduate Research holds regular workshops on data management planning for higher degree students as part of the Skills Essentials seminar program.

The Monash e-Research Centre can provide advice, information and assistance to researchers (including GR students) on data management and storage.

Free statistic consulting service

Postgraduate students can get up to 10 hours of free statistical assistance during their candidature. Additional time is available but will be charged at an hourly rate.

The statistical consulting service can help with data collection, how to analyse the data, interpret statistical analysis, present statistical results and use a statistical package on a computer. Research candidates are encouraged to talk to the service early in the design of an experiment.
New to Monash?

**Transport**

Monash University's Clayton campus can be reached via a number of modes of transport. Bus and train route information can be found at the [Monash Facilities and Services division (travel and parking) website](https://www.monash.edu). For timetables and more information on Melbourne's public transport system, please see the [Metlink website](https://www.metlink.com.au).

**Car parking and permits**

Parking permits are required during weekdays, but short-term parking zones are also available. Students can purchase parking permits for blue zones. Parking without a permit is available in the blue, red and yellow zones after 5 pm on weekdays and all weekend.

You can purchase parking permits online and can pay for these by credit card. Please have your car registration, make and model ready when purchasing online. You will also need your Authcate and password to purchase this online.

For more information, please visit the Monash Facilities and Services division (travel and parking) website which contains further information on; displaying your permit, availability of parking spaces, delivery of your permit, parking infringements, resale of permits, refunds and replacements and terms and conditions.

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**Security at Monash**

[Monash University Security Services](https://www.monash.edu/security) can assist you with help and advice 24 hours a day.

**Clayton campus security contacts**

Security Services at Clayton are located in building 61.

Emergencies – extension 333 or 990 53333

General security – 990 53059

**Security escort service**

A security escort service is available 24 hours. An escort can be arranged by contacting security personnel on the security contact number. You will be accompanied to your car, student residences, and other locations on campus or to the campus perimeter.

**Security bus service**

A security bus service operates on Clayton campus in the evenings from 5.30 pm to 12.30 am, Monday to Friday. Bus stops are marked on a separate campus map. Passengers may ask to be driven to their cars. The circuit takes approximately 30 minutes depending on demand. This may vary depending on the number of pickups or drop offs on the route.

Live information time on the bus can be found at: [Live Smart Security Bus map](https://www.monash.edu/people/transport-parking/permits/safety-security).


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**University services**

Many services and facilities are available to postgraduate students within the faculty and at the university level including:

**Student administration**

- Admissions (entry requirements etc)
- Enrol and re-enrol (courses, units etc)
- Exams and results
- Fees
- Graduations
- Scholarships
- Student services (centres, IDs, forms etc)
- Timetables and key dates

**Course and academic information**

- Academic policies
- Course handbooks
- Honours and postgraduate study
- Short courses and development
- Study abroad

**Study resources**

- Bookshop
- IT and computers
- Library
- Online tools (WES, MUSO etc)
- Postgraduate and research resources
- Study skills
- Campuses and services

**Careers and jobs**

- Employment and career development
- Job search (Career Gateway login)
- Volunteering

**Facilities**

- Accommodation
- Parking, transport and maps
- Safety and security
- Sports and fitness
- Support services
- Counselling and coping skills
- Family and childcare
- Financial assistance
- Health and medical
- International student support
- Off-campus student support
- Spirituality
- Student rights, equity and disability

**Student life**

- Adjusting to university life
- Clubs and associations
- News and events (Monash Memo, Radio etc)
- Student Information Index (A–Z)
ID cards
Your student ID card can be used for the following things:
- identify yourself on campus and at exams
- borrow from the library
- get access to secure buildings
- add credit to your print balance.
It is used as a swipe card to allow you access certain areas (eg buildings and/or laboratories). Your supervisor will arrange for your access to be granted, depending on what is required.
For new students your ID card will be issued on Enrolment day as part of the enrolment process. ID cards issued are valid for the duration of your course (with a maximum of five years) and therefore do not require updating each year.

How to get your card
Student ID cards are issued by the Student Services Centre at the Campus Centre. Once you have your card, you should make sure that you sign the back and keep it in a safe place.
If you lose your card, you will need to purchase a replacement. These currently cost $37 and can be purchased at student services.
Your card also gets you 10 per cent discount at the bookshops, access to the library and to sporting facilities.

Computer accounts and passwords
As a postgraduate student you will be granted a computer account that will enable you to access IT facilities. This is called an Authcate account and consists of a username and a password.
Your Authcate account is your main Monash login. It provides access to restricted pages on the Monash website and other Monash resources which are protected by a password. For example:
- access to electronic services on the Monash computing network;
- library resources;
- protected internet resources such as Monash web pages and newsgroups;
- your Monash email; and
- your my.monash portal (personalised web page and gateway to Monash University).
Access to your Authcate account is subject to the Acceptable Use of Information Technology Facilities by Students policy.
You can access your email through my.monash portal anywhere in the world.
It is advisable that you check your monash email account regularly as this is a primary mode of communication between yourself, department, MBio Graduate School and the University.
Please see the section on my.monash for more information on postgraduate IT resources at Monash.

The my.monash tour link
Introducing my.monash

The my.monash portal is a personalised online gateway to all your Monash academic, research, administrative and social resources. The my.monash portal brings together all the online tools that are likely to be most useful to you in your role.

The my.monash tour is a quick and easy way to get an overview of the portal and a better understanding of how you can use it to enhance your workflow, and your personal and social life at Monash.

Here are some of the many services the portal provides:

- web access to your email account from any internet connection, worldwide;
- set your email vacation message;
- view your library loans status and access library search facilities;
- find out the resources and services that are available to you at your campus;
- access your online calendar;
- add links to My Links: your own portable bookmarks;
- search the Research Directory for publications by Monash academics;
- buy and sell just about anything through the Monash Marketplace;
- catch up on the latest in international and local sport, news and weather;
- find out about community services, short courses and upcoming events at your campus;
- view your IT quotas on the My Info tab;
- enhance your IT skills with IT training;
- search the Monash directory to find any staff member’s contact details; and
- use search engines to search Monash University sites and the World Wide Web.

ask.monash

ask.monash is an online help service for staff and students. You can search previously asked questions or ask your own question. Questions are generally answered within a 24 hour period.

Monash Integrated Directory Service (MIDs)

MIDs is a general purpose website for searching the internal telephone directory. It requires a valid Authcate username and password to gain access. Just enter the details of the person you are looking for and click on ‘search’ to run your query.

Research Directory

Using the Research Directory, you can search for research publications or Monash people engaged in research.

IT and computing

Please log a job with e-solutions http://intranet.monash.edu.au/esolutions/students/index.html

Jobdesk and TSG – The School of Biomedical Sciences

The Faculty of Medicine, Nursing and Health Sciences is serviced by TSG (Technology Services Group) for multimedia (eg printing posters).

To log a job please visit the web site: http://jobdesk.monash.edu.au/login/index.cfm.

- Select the Faculty of Medicine, Nursing and Health Sciences.
- Then click on Desktop Services and use your Authcate to log in.
- Click on ‘Submit a New Job’. This will take you to the following page – please enter as much detail as you can about the job you are logging.
- Use the drop-down menu (indicated in the upper red circled box) to select the type of job you are submitting (eg Account Management, Computer Maintenance, etc).
- Ensure you complete all the fields on the page.

Please note when completing the ‘Priority’ field – Jobs are charged to departments. Jobs listed as critical are charged at twice the normal rate, so only use the ‘critical’ rating if you require urgent and immediate assistance.
Most importantly, ensure you use the correct cost centre and fund for the job (indicated by the lower red circle on the page). If you are unsure of the fund details, please leave this blank.

Once the job is approved by the Job Desk Delegate, this will be actioned for you as quickly as possible.

**Store – School of Biomedical Sciences**

The Store is a warehouse and shop-like system where staff members can purchase materials that are needed for their labs or office areas. This includes chemicals, equipment and stationery. The Store is also able to assist with organising couriers if required.

Orders for stock can be placed online using ESS. Requisition books are also accepted. Your supervisor will let you know if you will need access to the Store.

It is located in 23 Innovation Walk (bld 77) on the ground floor. The Store’s operating hours for purchasing and pick up are from 9 am to 1 pm and 2 pm to 5 pm.

**Mail services**

**Receiving mail**

Postal address:

**Monash University**  
School of Biomedical Sciences  
Clayton, Victoria 3800

The majority of the School's mail is delivered to building 77 reception twice a day (approximately 9.30 am and 3.00 pm). Pigeon holes are located in the entrance to the office area next to reception. You must pick up your mail regularly as there is a high volume of mail that comes through. If you receive mail from companies that is unsolicited, please let the receptionist know.

Students who are part of the departments pharmacology, physiology, rural health and radiography, can collect their mail from the SOBS Support office in 26 Innovation Walk.

**Posting mail**

In the entrance area to 23 Innovation Walk there are two large boxes clearly marked as internal and external. Please leave any mail you wish to post in the appropriate box.

For students not located in 23 Innovation Walk, mail can be left at the mail collection points in your building mentioned earlier, and will be posted in the same day.

**Internal**

Monash has an internal mail system. Mail can be sent to any building in any of the Monash campuses at no charge. Most internal mail should arrive at its destination the next day. Please use an internal mail envelope (these are generally yellow) and ensure that you have supplied enough information on the envelope (eg department, contact).

**External**

External mail is treated in the same way as though you were posting it outside of the University. This includes any express post envelopes. There are a variety of postage paid envelopes available in the reception area.

**Phones, voicemail and faxes**

Each phone has a five-number extension and calls can be placed to anyone within Monash using this system. To dial an external number, you must dial ‘0’ before dialling the phone number.

Each phone has a voicemail system or ‘mailbox’ attached to it. To set this up, you will need to press the ‘messages’ button. Follow the prompts on how to set up a message. Your voicemail is pin number protected, so only you can retrieve your messages. If you have any difficulty in using your phone, please speak to your departmental phone delegate or the operator (dial 9 or 99).

Faxes are sent using the email system. Please see the following instructions on how to configure your email in order to be able to send faxes.

For more information on Monash Fax, please visit:  
http://www.its.monash.edu/staff/networks/data/fax/support/faq.html

This site includes learning materials and user guides.
Useful links
Below is a list of links or web sites that have been mentioned throughout this handbook.

- ask Monash
  https://my.monash.edu/askmonash

- Ethics
  www.monash.edu/researchoffice/ethics.php

- e-Solutions
  monash.edu/esolutions/

- Graduate Research Handbooks
  http://www.monash.edu/migr/faq-and-resources

- Hargrave-Andrew Library
  www.lib.monash.edu/hal

- ID cards
  www.adm.monash.edu/service-centre/idcards.html

- International postgraduate academic support
  www.med.monash.edu/current/ipas.html

- International student support services
  http://www.study.monash/student-life/services-for-students/international-students

- IT acceptable use policy

- Job Desk – IT support for SOBS
  http://jobdesk.monash.edu/login/index.cfm

- MBio Graduate School
  www.med.monash.edu/mbio-gradschool/index.html

- Metlink
  www.metlinkmelbourne.com.au

- MIDS – Monash Integrated Directory Service
  http://mids.monash.edu.au

- Monash Connect
  www.monash.edu/connect/

- Monash e-Research Centre
  https://platforms.monash.edu/eresearch/

- Monash Postgraduate Association (MPA)
  http://mpa.monash.edu

- Monash Research Graduate Centre
  www.monash.edu/migr/support/graduate-centre/

- Monash Institute of Graduate Research (MIGR)
  http://www.monash.edu.au/migr/

- Monash Research Office
  www.monash.edu/researchoffice/

- my.monash
  https://my.monash.edu.au

- Occupational Health and Safety (OH&S)
  www.adm.monash.edu/ohse

- Research Degrees Office (Faculty of Medicine, Nursing and Health Sciences)
  www.med.monash.edu/pgrad/research

- Research data management
  www.researchdata.monash.edu

- Research forms (by topic)
  http://intranet.monash.edu/research/forms/formstopic.html

- Scholarship information
  www.monash.edu/migr/support/scholarships/

- School intranet
  www.med.monash.edu/intranet/sobs

- Security at Monash
  http://www.monash.edu/about/who/safety-security

- Statistical consulting service
  https://www.monash.edu/__data/assets/pdf_file/0008/179477/monash-statistical-consulting-platform.pdf?

- Student life and support services

- Travel and parking
  http://fsd.monash.edu/travel-parking

- University resources
  www.adm.monash.edu/human-resources/induction/