

## School of Psychology, Psychiatry and Psychological Medicine

## Doctor of Philosophy

## Manual for Candidates and Supervisors

2009

### Monash at a Glance



Named after prominent Australian Sir John Monash, Monash University was established by an Act of Parliament in 1958, making it the first university to be established in the State of Victoria for 106 years.

From its first intake of 347 students at Clayton in 1961, the University grew rapidly in size and student numbers so that by 1967, it had enrolled more than 21,700 students.

Monash now has more than 54,000 students from over 130 countries, speaking almost 100 languages. The University's 10 faculties offer a broad range of degrees each with a diverse range of disciplines.

#### *International*

Monash has eight campuses and two centres. Six campuses are in Australia, one in Malaysia and one in South Africa. Monash centres are located in Prato, Italy and London, UK. Student exchange programs are available at 120 universities in 27 countries around the world. Monash has a global network of research and exchange links with more than 110 institutions throughout the Americas, Asia, Africa, Middle East and Europe.

#### *Excellence*

Monash is a member of the prestigious Group of Eight (Go8) universities, recognised for excellence in teaching, learning, research and graduate outcomes.

The Go8 undertakes 70 per cent of all research conducted in Australian universities and more than half of all basic research conducted throughout Australia.

#### *Research*

Monash has 75 research centres and is involved with 17 Cooperative Research Centres. More than 2400 academic staff publish some 5000 research works annually. Monash received top ranking for research funding from the National Health and Medical Research Council in 2003 and 2004. \$32 million was awarded for research programs and projects commencing in 2004 and almost \$26 million for five research programs to commence in 2005.

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## Introduction and Welcome

### Introduction to Supervisors

This manual has been designed to assist you as supervisors with student administrative policies and procedures. You will find all the information that you and your student needs in the main part of this guide. In the appendices, you will find a description of how to set up a confirmation panel and the necessary forms to report on a confirmation presentation. You will also find a description of the PhD enrolment procedure.

If you have additional information you find maybe helpful to you and your candidate please feel free to Email suggestions for improvements or additions to this guide to the Chair of the School's Research Degrees Committee or to the Research Degrees Administration team at [hdr.spppm@med.monash.edu.au](mailto:hdr.spppm@med.monash.edu.au)

### Introduction to Candidates

Congratulations on being accepted into PhD candidature. We express a special welcome to those students who have not previously studied at Monash University. We hope that your sojourn at this university will be fulfilling and enjoyable. As well as providing supervision, access to research skills development and the opportunity to interact with other students and academics, Monash University also provides an abundance of services and facilities to fulfil your needs and interests outside your immediate PhD studies. We hope that you will make use of all of these opportunities so that you will emerge with both a PhD and a broader academic and personal development. For the School application and induction processes, please refer to Appendix A.

## Monash Research Graduate School



The Monash Research Graduate School (MRGS) administers a wide range of doctoral programs and the Master of Philosophy (MPhil) degree in addition to coordinating the University's postgraduate research training activities and research scholarships. The Research Graduate School operates the [Monash Research Graduate Centre](#) which provides facilities and services including office accommodation for postgraduate research students. MRGS also coordinates the [exPERT seminar and workshop series](#).

### Handbook for Doctoral and Master of Philosophy Degrees 2009

The Handbook for Doctoral and MPhil Degrees is designed to assist candidates, supervisors and administrators with the regulations, procedures and protocols of doctoral and MPhil programs at Monash University. The handbook is also designed to provide an interpretation of, and guidelines on, the doctoral and MPhil regulations, as well as associated procedures and policies, and, as such, complements the Monash University Calendar Research Graduate School Committee regulations. Candidates and their supervisors are advised that changes to these regulations occur periodically and that both candidates and their supervisors are responsible for reviewing these changes. Candidates and supervisors may wish to refer to this handbook for further information.

The Handbook is available on the web at:

<http://www.mrqs.monash.edu.au/research/doctoral/index.html>

## General Description



The Monash University Handbook for Doctoral and Master of Philosophy Degrees in Chapter 1 states that:

The degree of Doctor of Philosophy (PhD) at Monash signifies that the holder has completed a course of postgraduate training in research under proper academic supervision and has submitted a thesis that the examiners have declared to be a significant contribution to knowledge and which demonstrates the candidate's capacity to carry out independent research.

A candidate for the PhD must be an enrolled student in the university and is required to carry out a prescribed program of research for a specified period under the direct supervision of a member of the academic staff. The candidate, together with supervisor, is responsible for developing the research program to be followed. Both report at regular intervals on the progress of the project.

A candidate may be enrolled on either a full-time or a part-time basis. In fulfilling the requirements for supervised study and research at the university, a candidate is required to attend the academic unit of enrolment on a regular basis and to be involved in the intellectual life of that unit.

PhD (thesis-only) Chapter 7 of the Handbook for Doctoral and Master of Philosophy Degrees

The thesis-only PhD requires a candidate to submit a thesis, the length of which may vary across disciplines but which would not normally exceed 100,000 words. A PhD project should be designed to take no more than three years of full-time equivalent candidature.

PhD based upon published or unpublished papers

Candidates enrolled under the standard regulations may be permitted to present a thesis comprised in part or full of published or unpublished papers. Where a thesis in part consists of a series of papers that become the central chapters in the dissertation, a coherent framework should be retained. Please refer to Appendix B and the [thesis by publication](#) web page for further information on formatting requirements:

[http://mrqs.monash.edu.au/research/examination/thesis-by-publication/thesis\\_publication.html](http://mrqs.monash.edu.au/research/examination/thesis-by-publication/thesis_publication.html)

and

<http://www.mrqs.monash.edu.au/research/examination/thesis-by-publication/medicine.html>

Thus upon completing the PhD, students will have acquired an ability to conduct, appraise, and report research, and apply these skills to professional practice. In working towards such objectives, graduate students from different disciplines will have various needs and will place different demands on the intellectual and physical resources of the School. Co-supervisors, Associate Supervisors and Consultants may be appointed to help facilitate access to the requisite resources within the School, and in the wider University and beyond. The requirement that:

*"a candidate attend the academic unit of enrolment on a regular basis and be involved in the intellectual life of that unit"*

is one that the School emphasises as being a necessary complement to the primary relationship between candidate and supervisor.

The maximum period of candidature is four years full time or eight years part time. However, the normal length of candidature is considered to be three years full-time (six years part-time). It is strongly recommended that students design projects which can be completed within three years of the commencement of candidature. Supervisors have been directed to see that the scope of the research and resources available are such that submission within this time-limit is feasible.

Full-time candidates must be able to devote the equivalent of a minimum of four days a week to their research, and part-time candidates a minimum of two days a week. At least one day must be a week day so that a candidate may attend the university regularly to meet with the supervisor, attend seminars or workshops, etc. Supervisors **have been directed to see that these conditions are being met**, and that the candidate is applying sufficient time to the research to permit completion and submission within the time-limit.

In addition, candidates are expected to fulfil a 'residency' or 'intensive study' requirement. This is a period or periods of time when the candidate is able to make systematic and intensive use of the university's facilities. Part-time candidates are required to undertake the equivalent of **six months** of full-time study within the university, (including its research stations and teaching hospitals); the apportionment of that attendance period is determined by the faculty at the time of application. Generally speaking, students are encouraged to meet residency requirements in the first forty-eight months of part-time candidature. Sometimes, however, candidates appreciate a period of sustained study or 'residency' closer to the writing-up stage.

For externally enrolled candidates, a minimum 15 days of attendance per year is a reasonable requirement and reflects current practice in other Australian universities. Apportionment of these days is determined on a case by case basis (eg. a single or the equivalent in several smaller blocks of time). A portion of this attendance could be off-campus, provided that the candidate was able to interact with the principal or associate (university) supervisor during this time (eg. attending a conference). A reduction in the 15 days "attendance" requirement after the first year may be considered on the grounds that candidates are expected to demonstrate a greater level of independence as their candidature progresses. The candidate is also required to participate in research-related seminars, conferences and special events at departmental, faculty, university, national and international level, as appropriate.

*The above statements constitute a succinct summary of what a PhD is, and what is required of the candidate and supervisor. This manual delineates the resources and facilities that are available to PhD students in this School, discusses administrative issues, and states the particular requirements of the School. It is intended to simplify your life at Monash University. It should be read in conjunction with Monash University Regulations and Doctoral Information Handbook <http://www.mrqs.monash.edu.au/research/doctoral/index.html>*

# School Of Psychology, Psychiatry & Psychological Medicine Organisation

## Structures

The School of Psychology, Psychiatry and Psychological Medicine consists of two disciplines, Psychology and Psychological Medicine. Within the School of Psychology, Psychiatry and Psychological Medicine, the PhD program is monitored by the School Research Degrees Committee and the School's Director of Postgraduate Studies. Many matters must be referred to the Faculty Research Degrees Committee before transmission to the Research Steering Committee of the University. This latter committee is the body responsible for administering the Doctorate Regulations. It has final responsibility for approving admission to PhD candidature and for such matters as variations to candidature, questions of supervision, progress, submission and examination of theses. The Research Steering Committee also deals with the allocation of scholarships, awards and grants to candidates.

## Administrators

The PhD program overall is administered by the Research Degrees Committee and Research Degrees Administrator, with the Administrator's assistance. Both the Administrator and Assistant are located at the Postgraduate Studies Office, Level 5, Building 17, Clayton campus. Contact details for these staff are given on page 16.

## Supervisors

Before a candidate is accepted into the School, the Director of Postgraduate Studies or nominee is responsible for appointing an experienced main supervisor. Experience is defined as having supervised doctoral student(s) from commencement of the research to successful completion of the thesis, or having received accreditation following completion of a [University supervisor training program](#) (refer to Chapter 5 of the Handbook for Doctoral and Master of Philosophy Degrees and the Faculty website <http://www.med.monash.edu.au/intranet/postgraduate/>). A Co-Supervisor or Associate Supervisor is also recommended to be appointed. All supervisors are required to adhere to the University's Code of Practice for Supervision of Doctoral Candidates. Faculty guidelines for research student supervision can be found at: <http://www.med.monash.edu.au/pgrad/policies/index.html>.

Candidates who wish to change supervisors are expected to have discussed and reached an agreement with their current supervisor before making an application to the School's Research Degrees Committee. Candidates need to complete a **"Permanent supervisor arrangement form" that is submitted by the candidate to the School's Postgraduate Studies Office** (see <http://www.mrgs.monash.edu.au/research/students/variation.html>). **If approved by the School's Research Degrees committee, the application will be endorsed by the Director of Postgraduate Studies before it is submitted to the Monash Research Graduate School.**

## Supervisory Meetings

While the frequency of meetings between candidate and supervisor(s) will vary depending on the stage of the research, it is recommended that these be regularly scheduled. The University requires that this be **at least every two weeks for full-time candidates** and once every calendar month for part-time candidates.

For Externally enrolled candidates, it must be established that there are appropriate means by which the candidate may communicate with the supervisor on a daily basis eg. e-mail, fax, telephone. Regular INTERACTIVE communication between candidate and supervisor should take place at least every two weeks (full-time candidates) and every month (part-time candidates) via telephone, video conference, or other interactive communication.

Note: E-mail communication is not necessarily an interactive form of communication.

## Problems with Progress

There are many factors which may affect the progress of a research program, some of which are beyond the student's control. These may include:

- change in research direction
- employment commitments
- departure or absence of the supervisor
- excessive supervisory load of supervisor
- inadequate research resources and facilities
- infrequent or unsatisfactory communication between student and supervisor
- technical difficulties, including computing facilities
- personal problems

Candidates should discuss general issues of concern with their supervisor in the first instance. If they remain unresolved, then either candidate or supervisor may then raise them with the Chair of the Research Degrees Committee. Candidates may also ask to have matters raised at the School's Research Degrees Committee by the Doctoral student representative. Candidates may discuss supervisory issues with the Director of Postgraduate Studies or Head of School. Where a concern has been raised with the Director of Postgraduate Studies, the Chair of the Research Degrees Committee will, in consultation with the parties concerned, draw up a plan of action to tackle the problem. These matters may need to be reported in the Annual Progress Report (see below), in which case the *Research Degrees Steering Committee* of the University will also take responsibility for tackling the problem. The University Doctoral Information Handbook documents the avenues available for candidates to lodge grievances.

## Ethics

Any research project conducted at Monash University involving human subjects, animals or biohazards must be approved by the appropriate ethics committee, either the Standing Committee on Ethics in Research on Humans (SCERH), the Standing Committee on Animal Experimentation or the Standing Committee on Biosafety. In some cases, approval must also be obtained from the institution in which the research will be performed (eg hospitals and schools). Candidates should note that research involving questionnaires, interviews and surveys are subject to human ethics clearance even where these are deemed to be non-intrusive, non-personal, anonymous or random. The candidate and supervisor are both responsible for complying with the ethics requirements. The administrators will assist with obtaining information concerning ethics clearances.

## Authorship of Papers

Authorship of research output is a matter that should be discussed between supervisors and candidates at an early stage in a research project, and reviewed whenever there are changes in participation. There are guidelines for authorship published by NH&MRC (National Health and Medical Research Council) <http://www.nhmrc.gov.au/> and APS (Australian Psychological Society) <http://www.psychology.org.au>. The School has the expectation that publications will emerge from all research activity conducted. Supervisors may need to exercise their right to see that this responsibility is met.

## Requirements for PhD Candidature

### University Requirement of Confirmation of Candidature

The Monash University Handbook for Doctoral and MPhil degrees states that:

*Normally all candidates are enrolled on a probationary basis. While students and their supervisors may seek an exemption from this requirement in exceptional circumstances, such requests will be considered by the Research Graduate School Steering Committee on a case by case basis. All probationary PhD candidates are required to present their work in progress to a review panel and submit a confirmation of candidature report at the end of their twelve month full-time equivalent probationary period. This report will require candidates to describe the progress of their work and to note any problems or obstacles encountered. The report is to be prepared in consultation with the supervisor, who together with the head of the relevant department or unit must endorse the report. The report also requires faculty endorsement. Satisfactory progress will result in the confirmation of candidature. Instruction on completing the report will usually be forwarded to candidates 6-8 weeks before the expiry of probationary candidature by the Research Graduate School. Guidelines for Confirmation of Candidature can be accessed from:*

<http://www.mrgs.monash.edu.au/research/doctoral/chapter3g.html>

See also Appendix D at: <http://www.mrgs.monash.edu.au/research/doctoral/appendd.html>

Confirmation guidelines and a copy of the confirmation of candidature form can be accessed from:  
<http://www.mrgs.monash.edu.au/research/students/confirmation.html>

### School Processes for Confirmation of Candidature

See Appendix D.

#### Written submission

The School requires that a **1,000 word progress report** (2,000 words for External candidates) be submitted to the Monash Research Graduate School through the School's Postgraduate Studies Office. It should be endorsed by the Supervisor, and a copy submitted to the Confirmation Review Panel and School's Postgraduate Studies Office by the end of the 10<sup>th</sup> month (20<sup>th</sup> month for part-time candidates) of candidature. The research proposal report must include the following:

- Title of research report/thesis
- Statement of the research problems(s): (i) introduction (ii) research question or hypothesis (iii) subsidiary question (iv) review of relevant research and theory
- The Procedure (i) theoretical and conceptual framework (ii) analytical techniques and research design
- Timetable for completing research report/thesis and detailed statement of progress to date
- Brief bibliography
- List of publications produced during probationary candidature (if applicable)

In addition, the School requires that a review ranging between **8,000 and 10,000 words** be submitted to the Supervisor prior to the oral presentation. This report would usually consist of a literature review but may also include a progress report. A statement from the supervisor about the satisfactory completion of this report will be required to be submitted to the School's Postgraduate Studies Office at [hdr.spppm@med.monash.edu.au](mailto:hdr.spppm@med.monash.edu.au). It is envisaged that the literature review will represent the bulk of the first chapter of the thesis, where the thesis takes that format, requiring only updating and minor revision prior to the final version or submission of a paper for publication.

#### Oral presentation of at least 20 minutes

An oral presentation on the research project must be given with a Review Panel in attendance. The Review Panel will be comprised of the Head of School/Director of Research or nominee (convenor), the candidate's supervisor(s), and up to 2 independent members with expertise in the area of the candidate's research but not directly involved with the project. The Review Panel will receive the oral presentation by the end of the 11<sup>th</sup> month (22<sup>nd</sup> month for part-time candidates) of candidature. The site of presentation will usually be the seminar series which the candidate has nominated as being their one of usual attendance. The presentation should cover the background, aims and design of the study, and progress to date. Supervisors and candidates need to schedule the presentation and nominate the panel well ahead of the date, usually by liaising with the co-ordinator of the seminar series. A form to record the panel's recommendations is located at Appendix C. Please refer to Appendix D for a guide for confirmation of candidature.

### University's Requirements for Annual Progress Reports

All PhD candidates are required to submit an Annual Progress Report. Comments by the candidate, supervisor and Head of School or nominee are sought on a standard form which is forwarded to the School in July each year. Continuation of candidature and, where pertinent, scholarship tenure, is conditional upon the receipt of a satisfactory annual report. For externally enrolled candidates, the yearly progress report is required to include detailed logs on the frequency and length of on-campus attendance, and the nature and quality of the candidates' interaction with the academic community of the School and broader research community.

### School's Requirements for Annual Progress Reports

The School requires that the Annual Reports be submitted to the Monash Research Graduate School through the Director of Postgraduate Studies. The supervisor is also required to report whenever, in his or her opinion, the candidate is not making satisfactory progress in his or her work, is otherwise not fulfilling the conditions laid down for him or her, or is experiencing difficulties accessing necessary facilities.

Candidates are required to check personal, enrolment and/or scholarship details as printed on the "Annual Progress Report for Doctoral students" coversheet. The Annual Progress Report comprises 3 sections:

- Section A: to be completed and signed by the candidate and forward to supervisor. Candidates have 2 weeks to complete Section A and forward it to supervisors.
- Section B: to be completed by the supervisor and signed by both supervisor and candidate and forwarded to the Postgraduate Studies Office for review by the Director of Postgraduate Studies or nominee. The candidate and supervisor have 2 weeks to complete Section B and forward it to the School's Postgraduate Studies Office at the Clayton campus.
- Section C: to be completed by the Director of Postgraduate Studies or nominee and returned to the Monash Research Graduate School. The Postgraduate Studies Office has 1 week to forward the completed Annual Progress Report to the Monash Research Graduate School.

### Participation in Research Seminars, Courses and Workshops

Candidates are required by the Regulation to participate fully in the intellectual life of the School. An important focus of this participation is the various seminar series conducted in the disciplines and their associated Centres. Seminar schedules can be obtained by contacting the Stream Coordinator.

The Regulations also require that candidates attend all courses, seminars, workshops, etc, as are deemed necessary by the head of the academic unit. The School Research Degrees Committee has determined that in the case of a regular seminar series, full time candidates need to attend a minimum of four (4) presentations a calendar year and part time candidates need to attend two (2) presentations per calendar year, under normal circumstances. External candidates can negotiate with their main supervisor to attend relevant colloquia. **All candidates are required to keep a seminar attendance log that will need to be submitted to the supervisor and reported on Annual Progress Reports (Appendix H).**

### Presentations

The School expects that each PhD candidate makes at least three presentations during his or her candidature, in the nominated seminar series stream. The first, for confirmation in front of the panel, must be made by the end of the 11<sup>th</sup> month (22<sup>nd</sup> month for part-time candidates) of candidature. There must be a presentation every 12 months (24 months for part-time candidates) after that until completion. The first and last must be oral presentations, but the intermediate ones may be by poster. These posters must be presented at the School's at scheduled presentation seminars scheduled throughout the year.

The PhD presentation streams currently available and the contact details of the coordinators are as follows:

Stream Name	Coordinator	Contact details
Developmental Psychology	Kylie Gray (MMC)	03 9594 1365
Psycho-analytic, Theoretical and Qualitative Research	Jocelyn Dunphy-Blomfield (MMC)	03 9594 1482
Schizophrenia and Depression	Peter Enticott (Alfred)	03 9076 6594
Psychological & Behavioural Medicine	David Clarke (MMC)	03 9594 1479
Organisational Psychology	Sally Carless (Caulfield)	03 9903 2368

#### Research Misconduct, including Plagiarism

The University has procedures for dealing with research misconduct, including plagiarism. Procedures are documented in the Doctoral Information Handbook  
<http://www.mrgs.monash.edu.au/research/doctoral/index.html>

#### Writing Up and Presentation of Theses

The requirements for writing up and presentation of theses are detailed in the Doctoral Information Handbook at: <http://www.mrgs.monash.edu.au/research/doctoral/index.html> in Chapter 7.

Both candidate and supervisor need to be aware of the requirements, and of changes to these. Writing up issues should be addressed from the beginning of candidature. Note carefully the word limits; theses may be returned for editing if the word limit is exceeded without permission of the Monash Research Graduate School.

There is no need to include the School of Psychology, Psychiatry and Psychological Medicine or other computer printouts in appendices to your PhD thesis. If you have tables of *essential* data which are too large to go in the main body of the text, then you may consider including them as appendices.

#### University Requirements for Theses and Examination Matters

The requirements for examination are available from: <http://www.mrgs.monash.edu.au/research/>

The [Candidates and Staff](#) section contains all the forms required for thesis submission, as well as an overview of the examination process.

The [Examiner Information](#) section contains notes for examiners and outlines the available recommendations. It also provides practical information about return of reports and honoraria.

#### Appointment of Examiners

Nomination of Examiner forms are required 4-6 weeks prior to thesis submission to allow time for approval. They are to be completed by the supervisor and head of academic unit (forward to the School's Postgraduate Studies Office).

#### Contact with Examiners

Supervisors should impress on candidates that the examiners cannot be contacted for any reason during the examination process. Any correspondence must be sent through the Monash Research Graduate School.

Supervisors are also cautioned not to contact the examiners with regard to a particular examination, except when advised by the Monash Research Steering committee to do so.

## Extra-Curricular Activities



Candidates are encouraged to complete relevant extra-curricular activities. Monash Research Graduate School organises workshops and seminars on a wide range of topics under their exPERT programs. The web address is:

<http://www.mrgs.monash.edu.au/seminars/index.html>

Monash Postgraduate Association organises workshops and seminars. The web address is:

<http://monash.edu.au/students/mpa>

## Monash Email



Upon enrolment, you can apply a staff-equivalent authcate account, however, this will expire immediately when your candidature finishes. It is recommended that you apply for this additional account. For more information please see Appendix H or <http://www.med.monash.edu.au/spppm/forms.html>

# The School

## Location

The School of Psychology, Psychiatry and Psychological Medicine consists of two disciplinary areas, Psychology and Psychological Medicine. The School of Psychology, Psychiatry and Psychological Medicine spans sites across Victoria, and support and resource facilities are available at each site. Nonetheless, the PhD degree administration almost exclusively pertains to the Clayton campus. In particular, the staff and facilities are generally located in Building 17. The general office is located on the fourth floor.

**The Postgraduate Studies Administration office is located in Building 17, Clayton campus.**

## Resolving Problems

For student administrative issues, such as changing supervisors, please see staff in the Postgraduate Studies Administration Office or email [hdr.spppm@med.monash.edu.au](mailto:hdr.spppm@med.monash.edu.au). If problems are still not resolved, you can approach the Chair of the Research Degrees Committee or the Director of Postgraduate Studies.

Lost property is retained in the Postgraduate Studies Office. Property that is not retrieved within two weeks may be transferred to the Student Service Centre, which is located on the ground floor of the Campus Centre.

## Important Contact Numbers

Many staff members are available to assist you on various matters. Some important contact numbers are provided below. The complete list of telephone numbers is stored in a folder called *v:\Resources\Contacts\...* which can be located on the V drive, a hard disk-drive that can be accessed from most locations. To email these individuals, simply use the following format:

first name.surname@med.monash.edu.au

### Head of School

Name	Telephone
• Professor Bruce Tonge	9905 9589

### School Directors

Name	Role	Telephone
• Dr Max Jory	Director, Undergraduate	9903 2373
• Professor Jennie Ponsford	Director, Postgraduate	9905 1552
• Professor Jayashri Kulkarni	Director, Research	9276 6924
• Professor Bruce Tonge	Director, Clinical & Professional Services	9594 1354

### Membership of School Research Degrees Committee

Name	Role	Telephone
• A/Prof Eleonora Gullone	Chair	9905 5374
• Rachael Unwin	Secretary	9905 1232
• Bernadette Fitzgibbon	Student Representative	N/A
• Prof Jennie Ponsford	Member	9905 1552
• Prof Julie Stout	Member	9905 3987
• A/Prof Sally Carless	Member	9903 2368
• Dr Nellie Georgiou-Karistianis	Member	9905 1575
• Prof Tom Triggs	Member	9905 1861
• Prof Paul Martin	Member	9594 1468
• Dr Simon Moss	Member	9903 2022

### Student and Resource Administrative Support

Name	Role	Telephone
• Barrett, Robin	Finance Officer	9905 1035
• Czerwinski, Alex	IT Manager	9905 3954
• Gwillim, Vivien	Administrative Assistance (MMC)	9594 1479
• Knight, Susan	Administrative Assistant (Clayton)	9905 4359
• MacLeod, Mairi Rose	Research Administrator	9905 3936
• McGuinness, Leisa	School Manager	9905 9586
• Roberts, Cheryl	Laboratory Manager - Equipment/tests/etc	9905 3930
• Unwin, Rachael	Research Degrees Administrator	9905 1232

## School Resources

### Facilities available for students within the School:

- Students are allowed to borrow a broad range of equipment. This equipment includes video cameras and recorders, tape recorders, and slide projectors. To borrow any of these items, email or phone Cheryl Roberts. For room bookings email Nichola Wenn-Thompson at Nichola.Wenn-Thompson@med.monash.edu.au.
- Students will be able to access the School photocopiers. Photocopying items that pertain to the course will be free of charge. The copiers to be used by doctoral candidates are located at the southern end of level 4 and 6 of Building 17. Clayton campus. Contact Vivien Gwillim on 9594 1479 for access to machines at Monash Medical Centre.
- Students can procure stationery through the Science Faculty Store. For access to the online store send Cheryl Roberts the ID number and authcate username. An upper limit of \$50 per year is allocated to students for use at the Science Faculty Store.
- A host of psychological tests and videos are also available. The file *v:\Resources\Library\Psychological Test Library\Caulfield Psych Test Library Contents.xls* or *Clayton Psych Test Library Contents.xls* lists the tests and lending policy, and the file *v:\Resources\VIDEO-91.xls* list the videos. To borrow any of these items, see Cheryl Roberts.
- Computers are available at several sites. The computers on the 6<sup>th</sup> floor of Building 17 are specifically allotted to postgraduate students within the School. Computer accounts will be assigned to each student on enrolment.
- Students are welcome to use the Clayton staff room, but must supply their own tea, coffee, and milk.

## Risk Management and Ergonomics

All new PhD candidates must be adequately trained in Risk Management and Ergonomics. All candidates must undertake a risk assessment of their research projects and have in place RISK MANAGEMENT PROCESSES. (The University Risk control program can be downloaded at <http://www.adm.monash.edu.au/ohse/assets/docs/others/risk-control-program.pdf>) Should an incident occur, the first information that will be requested by an investigation team is the Risk Management Process. Occupational Health, Safety and Environment (OHSE) run courses in these areas and you are urged to attend. Course details and enrolment details can be found at:

Risk Management

<http://www.adm.monash.edu.au/ohse/training/courses/staff-post-graduates/risk-management-workshop.html>

Ergonomics

<http://www.adm.monash.edu.au/ohse/training/courses/staff-post-graduates/ergonomics-workstation.html>

Supervisors are asked to familiarise themselves with the following university documents:

#### 1) Off-Campus activities undertaken in urban areas

(<http://www.adm.monash.edu.au/ohse/assets/docs/guidelines/field-urban.pdf>)

Essential if you supervise any external candidates.

#### 2) Student and Staff Placements (<http://www.adm.monash.edu.au/ohse/documents/index.html>)

3) Procedures for the health and safety of students undertaking studies in laboratories, studios, workshops or clinical activities (<http://www.adm.monash.edu.au/ohse/assets/docs/procedures/health-and-safety-of-students-in-labs.pdf>)

## 4) OHS Management at Monash University: Structure, Function, Roles & Responsibilities

### 5.4 SUPERVISORS OF POST GRADUATE STUDENTS SHOULD:

- actively practise and develop in their students proper attitudes towards occupational health and safety matters;
- control the risks associated with the work that they supervise using a documented risk management process;
- ensure that safe work practices are developed and maintained at all times;
- arrange for their staff and students to be instructed in safe and healthy work procedures;
- ensure that good housekeeping standards are developed and maintained in the areas under their control;
- ensure that staff and students under their control use safety equipment provided in a correct manner;
- ensure that all students understand the disciplinary procedures that will be invoked for non-compliance with occupational health and safety instructions, policies and procedures;
- ensure that all incidents, hazards and 'near miss' incidents that occur are reported on the OHSE Hazard & Incident Report form (OHS 1/97; <http://www.adm.monash.edu.au/ohse/forms/hazard-incident-report.pdf>).

(<http://www.adm.monash.edu.au/ohse/assets/docs/procedures/health-and-safety-of-students-in-labs.pdf>)

## Copyright

A clear breach of copyright could mean that the School would be at risk of being sued by the copyright owner for infringement of copyright, therefore please note the following information:

1. When the materials is not clearly marked with the copyright symbol, then you must seek permission from the author(s) for use of the material.
2. If the material is marked with the copyright symbol then either"
  - Purchase the inventory from the publisher (include cost and details in the relevant funding form).
  - Contact the publisher directly to seek formal permission to print the material in the preferred format. A copyright fee may still apply but at least it will be legal.

If you are unsure please refer queries to the Copyright Advisors at <http://www.copyright.monash.edu.au/mon-introduction.html>

# Administration

## Financial Matters

The PhD degree will demand a considerable amount of time and effort. Full time candidates are not permitted to work more than 15 hours per week on average. In addition, only six hours per week are allowed during normal office 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.

## Car Parking at Clayton Campus

Students can travel to Monash University, Clayton, by car or public transport. To ensure that you can park within a reasonable distance of Building 17, students should consider purchasing a 'Blue' parking permit. This permit allows students to park in the spaces that are demarcated by blue lines. These blue car parks are located throughout the university grounds. For more information of parking at Monash University see: <http://www.adm.monash.edu.au/facserv/info/parking/>

Nonetheless, several options are available for students who do not obtain a permit. Although the streets that surround Monash restrict parking to half an hour, all day parking can be obtained in the side streets located north of Clayton Road. Second, special privileges are bestowed upon individuals who choose to car-pool. For those students who are prepared to car-pool, you can register for this at the MSA Transport website <http://fsd.monash.edu.au/travel-parking/parking/carpooling-new-matching-service>. There are also bicycle lockers and other options outlined at: <http://www.adm.monash.edu.au/facserv/info/parking/>

Finally, scattered throughout the university are fee-paying parking spaces. Unfortunately, many of the areas are limited to 2-4 hours and you need to purchase a ticket. There is all day parking available on the roof of the multi-story car park at the north end of the strip next to the round-about (at the far north-west corner of the campus). For more information regarding parking zones go to the Monash Parking website cited above.

## Car Parking at Monash Medical Centre

Students at MMC will pay 0.50 cents per day. All students will require a Southern Health ID card. Currently this card costs \$20.00. An application for the card can be obtained from the Southern Clinical School office which is located in Block E, Level 5. Once you have completed this ID application you will require a signature from the Administrator at the Southern Clinical School office. If you require car parking, please also request a Car Parking Form at the same time. Once both these forms are completed please proceed to the Southern Health Cashier and provide payment for both forms. A receipt will be provided to you, which you will then require to take to the Security office around the corner, down the corridor leading to Emergency. Security will then take your photograph and barcode your ID for you to gain access to the Brown's Road South carparking area. The car park is located in Browns Road South which is a short walk from MMC (Melway Map 84A). Southern Health provides a courtesy bus which runs at regular intervals throughout the day to and from the car park.

Once your form is signed you need to return it the Southern Clinical School office. They will give you a memo which states your parking rate of 50 cents per day. Students then take both these forms to the Southern Health Cashier and make the required payment for the ID card. Once payment is made, a receipt will be issued and students should take this receipt to the Security Office who will then provide the ID card and will make sure your car parking access is on the card. Alternatively parking is available in the patient parking lot, however, it is expensive, may be completely occupied, and should be reserved for patients

whenever possible. The car parking facilities for students are off site. There is no onsite parking for staff or students. The car park is located in Browns Road South which is a short walk from MMC (Melway Map 84A). Southern Health provides a courtesy bus which runs at regular intervals throughout the day to and from the car park.

## Public Transport

A multitude of bus lines converge at Monash University, Clayton. A guide to these bus lines is available at the union desk. These bus lines cover most of the Southern and Eastern parts of Melbourne. Students who live outside these areas can travel by train to Huntingdale or Clayton station (Dandenong/Pakenham line) or to Mount Waverly station (Glen Waverly line). A short bus trip from these stations will transport you to Monash University.

Students may occasionally visit the other campuses at Monash University. Caulfield campus can be readily accessed by railway. The campus is adjacent to Caulfield station (Frankston and Pakenham lines). The Internet site that corresponds to the address '<http://msa.monash.edu.au/transport/pubtrans.html>' can be accessed to locate information about the other campuses. Other options are outlined on <http://fsd.monash.edu.au/travel-parking>

The Monash Medical Centre in Clayton is a short distance from Clayton Station and numerous bus lines. Furthermore, Monash Medical Centre is only a 20 minute walk from the Clayton campus.



This section describes some of the services and facilities that are provided by Monash University. Most of this section concerns the Clayton campus. Nonetheless, all students can also use the facilities on the other campuses.

## Important Contact Numbers

Apart from the Monash Medical Centre, all Monash University telephone numbers begin with the prefix '990' and end with an extension, such as '53979'. When calling from within Monash University, however, this prefix can be omitted.

To locate telephone numbers, you may call the enquiries office on 9905 4000. In addition, you can use the Internet site <http://mids.monash.edu.au> to find the telephone numbers of staff members.

The following table presents some telephone numbers at Monash University that you may need to use.

Name	Role	Telephone
• Enquiries	For enquiries about the Clayton campus	9902 6000
• Security and Traffic	For enquiries after hours or security concerns	9905 3059 Clayton 9903 2211 Caulfield
• Student Services Centre	For all enquiries relating to enrolment.	9902 6011
• Monash Research Graduate School	For information about scholarships and grants	9905 3009

## Important Internet Sites

The following table provides a list of the internet sites at Monash University that may be useful to PhD Candidates.

Internet address	Function
<ul style="list-style-type: none"> <li>• <a href="http://www.monash.edu.au/">www.monash.edu.au/</a></li> <li>• <a href="http://www.med.monash.edu.au/spppm/">www.med.monash.edu.au/spppm/</a></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Monash University</b></li> <li>• <b>School of Psychology, Psychiatry and Psychological Medicine</b></li> </ul>
<ul style="list-style-type: none"> <li>• <a href="http://www.monash.edu.au/research/ethics/human/researchers/form-1.html">www.monash.edu.au/research/ethics/human/researchers/form-1.html</a></li> <li>• <a href="http://www.mrgs.monash.edu.au/">http://www.mrgs.monash.edu.au/</a></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Application for ethics clearance</b></li> <li>• <b>Monash Research Graduate School</b></li> </ul>

## The Campus Centre

A broad selection of services is available in the Campus Centre building at the Clayton Campus (Building 10 in the Melways). These services include:

- Banks and ATMS
- Employment and careers advice
- Health services
- Bookshops
- Groceries and food shops
- Travel agency
- Post office
- Student theatre

In addition, the Campus Centre houses many other shops, including pharmacy, hairdressing, dry-cleaning, amusement, clothes, and music stores. To enquire about these services, ring the Property and Leasing Management Branch on 9905 4130.

## Other Services

Many of the services offered by Monash University are located outside the Campus Centre building. For instance, the recently updated Sports and Recreation centre boasts a vast choice of facilities and health services. In addition, free legal service is available. To arrange an appointment, ring 9905 4663. Some of the other services include:

- Child and family services
- Short courses centre (Building 51)
- Religious centre (Building 9)

Further information about these services is presented in the Monash University diary, which can be obtained after enrolment.

In addition, a myriad of clubs and societies have been formed. Each club pertains to a particular sport, interest, religion, or ethnic group. To find out more about a particular club, visit this web page, <http://www.monash.edu.au/students/associations/clubs-societies.html>. Finally, students can also utilise the services that are offered by the other campuses.

## Libraries

Hopefully, you will use the library facilities extensively. Several libraries are located on the Clayton campus. The libraries that you are likely to use are the

- Matheson (also called the Main or Humanities and Social Sciences) library (Building 4)
- Hargrave-Andrew library (Building 30)
- Law library (Building 12)

Students are also recommended to use the library located at the Monash Medical Centre, Clayton Road. This library houses an extensive collection of clinical books and journals. Furthermore, you can freely use the libraries at the other campuses of Monash University. Finally, students can join the CAVAL scheme, which allows you to borrow books in libraries at other institutions. For more information about these services, visit the enquiries desk at any one of the Monash libraries.

Postgraduate students are granted special library privileges. For instance, these students can borrow up to 30 books or journals. Brochures that specify these rights can be found in all of the libraries.

## Research Support and Travel Grants

### **School Research Funding**

All Postgraduate students are eligible to apply for funding from the School to support their research project. The School will support reasonable expenditure incurred by a student in his or her research project.

Students wanting to access this support must do so by submitting an "Application for Funding". The form can be accessed from the School page at <http://www.med.monash.edu.au/intranet/spppm/staff/resource/>. The form is to be completed by the student in collaboration with their supervisor. Once completed the form must be signed by the supervisor and forwarded to Cheryl Roberts at the Clayton campus. Final approval will be determined by the School Manager, Mrs Leisa McGuinness.

A formal letter acknowledging the outcome of the application will be forwarded to the student's supervisor. **It is the responsibility of the supervisor to inform the student of the application outcome.**

**Please note that the approval process may take up to two weeks.**

### **School Research Incentive Scheme**

As a means of encouraging grant applications and publication, the School Research Committee has established a Research Incentive Scheme (RIS). Both doctoral and masters-by-research students are eligible to earn funds through the RIS. RIS funds can be used for any legitimate research purpose, such as payment of research staff or subjects, purchase of equipment or maintenance items, and conference travel, accommodation and registration costs. Where not covered by a Scholarship, students may also use RIS funds for thesis binding expenses.. Further details of the Scheme are available from the School website: <http://www.med.monash.edu.au/intranet/spppm/research/ris-guidelines.html>

### **School Graduate Student Conference Attendance Grants**

Postgraduate students can derive considerable benefit from presenting their original research data at scientific meetings. The advantages include: gaining experience at presenting their research to a critical audience: receiving informed feedback on their research; establishing links with other researchers; and acquiring relevant knowledge.

The University provides a Monash Postgraduate Travel Grant program (MPTG) from the Monash Research Initiative Fund to assist with the travelling expenses of doctoral and research Masters candidates. Allowable travelling expenses consist of airfares or other fares but not items such as visas, taxes, travel insurance, conference registration or accommodation.

The School recognises that conference registration, which is not funded by the MPTG can be a significant cost, and that students will generally benefit from attending more scientific meetings than can be funded from the MPTG allocation. The School's Graduate Student Conference Attendance Grant scheme (GSCAG) provides financial assistance to students, complementing the MPTG program. The GSCAG may also be used to assist HDR students to receive specialist training in research techniques that are directly relevant to their thesis research. The principal aim of this scheme is to assist postgraduate students to become engaged in productive research of high quality.

It is a condition that student affiliation listed on abstracts, posters and associated publications must either be the **School of Psychology, Psychiatry & Psychological Medicine at Monash University**, or one of the Departments within the School. Applications for GSCAG who fail to comply the condition are ineligible for the funding.

Further information and application procedure for the Graduate Student Conference Attendance Grants Scheme are available on the web at: <http://www.med.monash.edu.au/intranet/spppm/research/guidelines.html>

### **Monash Postgraduate Travel Grants and Equity Travel Grants**

The Monash Postgraduate Travel Grants (MPTG) scheme is available to assist with the travelling expenses of research masters or doctoral students for conference attendance, fieldwork/research and/or engaging in professional debate interstate or overseas. Applications and approval will be ongoing through the year.

The MPTG consists of contributions from Central University, Faculty and School which provides a travel allowance of up to about \$2,115 for each Masters and doctoral research candidate over the entire period of candidature. The allowance can be used for more than one instance of research travel.

Monash University has also made available up to 20 special travel grants for 2009 as part of its equity program. These Access Equity Postgraduate Research Travel Grants are each up to a value of \$3000 (depending upon destination and associated costs) for travel within Australia and overseas. Only Australian citizens and permanent residents are eligible to apply for these Equity Travel Grants.

Further information and application form can be obtained from the Monash Research Graduate School's website:

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

or by contacting Mr Alexander Armanto by phone 9905 9268 or email [Alexander.Armanto@adm.monash.edu.au](mailto:Alexander.Armanto@adm.monash.edu.au).

**For advice and submission of both University and School Travel Grant applications, please contact Mairi Rose MacLeod, Senior Administrator Research, Building 17, Clayton Campus, or telephone 9905 3936.**

Note: written permission must be obtained from the Monash Research Graduate School committee to pursue research overseas for any period of time, or to pursue research inter/intrastate for periods greater than six weeks. A standard form for this purpose is available from the Monash Research Graduate School website at: <http://mrgs.monash.edu.au/research/students/variation.html>.

### **Insurance Cover/Travel Advice**

Applicants are advised to seek advice and make provision for travel and medical insurance cover. Postgraduate students may be covered under the Monash University Travel Insurance Policy. Details can be found at: <http://www.firm.monash.edu.au/Insurance/>

Students are also encouraged to visit the website <http://www.dfat.gov.au> for the latest travel advice.

### **Claiming Travel Grants**

A grant will only be paid if:

- There is evidence of prior approval by the Monash Research Graduate School (MRGS) for travel overseas or interstate (if for more than six weeks).
- The original receipt for the travel ticket is provided. In the case of interstate travel, the travel agent's Original Tax Invoice/Receipt for GST which includes an ABN number is provided.
- All claims, including the Conference registration fee and cost of presentation materials, must be supported with original tax invoices.

Please contact Ms Robin Barrett (9905 1035 or [Robin.Barrett@med.monash.edu.au](mailto:Robin.Barrett@med.monash.edu.au)) in the Resource Office (Building 17, Clayton Campus) to claim your grant if your application is successful.

### **Monash Doctoral Completion Scholarships**

Nomination for the Doctoral Completion Scholarships are open in late January of every year.

The objective of the scheme is intended to support candidates whose likelihood of submission will be significantly increased being supported by scholarship during an intensive full-time period of writing up.

### **VALUE/TENURE**

For up to 6 months (26 weeks) of full-time study - the APA/MGS stipend shall apply. The stipend will be paid on a pro rata basis if the award tenure is less than six months.

No other benefits are payable.

## FINANCIAL MANAGEMENT

All stipend payments are to be made from the relevant academic unit/faculty in the first instance. These costs (or a part thereof) will be reimbursed to the relevant academic unit/faculty from central funds as follows:

- Submission on or before the end date of the scholarship: full reimbursement.
- Submission within one month of scholarship end date: reimbursement less \$1,000.
- Submission within two months of scholarship end date: reimbursement less \$2,000.
- Submission beyond 8 calendar months of scholarship end date: no reimbursement to apply.

## COMMENCEMENT

Awards must commence by 31 March.

## FURTHER INFORMATION & NOMINATION FORM

For further information will be distributed via email in early January. The Completions Scholarship scheme was introduced in 2002 and will be reviewed at the end of each academic year.

### ***Monash Postgraduate Publications Award***

The Postgraduate Publications Award (PPA) provides a living allowance for up to 12 weeks for research students who, having submitted their thesis, wish to use the time awaiting the result of their examination to write articles or books based upon their theses. Eligible candidates are required to apply in the selection round which coincides with the submission date of their thesis:

If you are submitting your thesis between 1 March and 31 May, you should apply for Round 1, which closes on 31 March

If you are submitting your thesis between 1 June and 31 August, you should apply for Round 2, which closes on 30 June

If you are submitting your thesis between 1 September and 30 November, you should apply for Round 3, which closes on 30 September

If you are submitting your thesis between 1 December and 28 February, you should apply for Round 4, which closes on 31 December

Further details and application form can be obtained from:

<http://www.mrqs.monash.edu.au/scholarships/other/index.html>

## Appendix A: Procedure for Processing PhD Applications

### Purpose

As new applications can be submitted throughout the year and PhD candidates may commence the degree at any time of the year, it is necessary to develop a procedure for the processing of applications in a timely manner at the School level.

### Procedures

1. Applications are to be submitted to the School's Postgraduate Studies Office, Clayton campus. **International Students should initially submit the application form and a non-refundable application fee of AU\$100.00 to Monash University International Admissions. The Faculty will then send the application form to School for processing.**
2. The application form will be checked for completion and supply of relevant supporting documents. The supporting documents are:
  - An official certified transcript of academic record, including full details of all courses undertaken and grades obtained
  - Details of published papers (if any)
  - Details of any experience since graduation which is relevant to the proposed field of research
  - Documentary evidence for English proficiency
  - A brief description of the research proposal

In addition:

  - Ensure that supervisor(s) have not exceeded supervision load
  - Ensure the nominated supervisor (Section C) has been completed. If this is not completed, it may be that supervisor(s) have not been nominated. The student will need to be responsible for making contact with potential supervisor(s) prior to making an application.
3. The application form is then to be forwarded to the Chair of the School Research Degrees Committee or nominee for approval.
4. Once the application form has been approved, it is to be forwarded to the Director of Postgraduate Studies for endorsement. A copy is kept at the Postgraduate Studies Office and a student file created for the applicant.
5. Then the application form is to be forwarded to the Faculty Research Degrees Committee for approval.
6. Once the application has been approved by the Faculty, the Faculty will forward the application form to Research Graduate School Steering Committee for approval. The Research Graduate School will send the letter of offer to the applicant and an **electronic** copy of the letter is sent to the School's Director of Postgraduate Studies and to Research Degrees Administrator.

During Scholarship rounds, potential PhD applicants may submit scholarship forms to the Research Graduate School directly. The Scholarship Application form then acts as the student's PhD application form, if he or she is awarded the scholarship. Any applicant who completes a Scholarship form will **also** be requested to complete a PhD application form and will then follow the same process as normal PhD application form. This is to ensure that appropriate Supervisor(s) are allocated for the applicant before the School scholarship ranking meeting.

### New candidate induction process

This procedure is to be carried out once the candidate has enrolled with Monash Research Graduate School.

1. Once the Research Graduate School Steering committee has approved a PhD application, an offer letter is sent to the candidate by Monash Research Graduate School. This letter is copied to the Head of School or nominee, Supervisor(s) and the Research Degrees Administrator.

The Postgraduate Studies Administrators will ensure that the student is inducted to the School by:

1. Advising the PR Officer so that the student's name can be posted on the Psych News Letter.
2. Sending a letter on behalf of the Head of School, welcoming the student to the School.
3. Giving out an Induction Pack to the candidate. This pack will contain:
  - PhD Handbook
  - Access to Facilities Form
  - Computer Access Form
  - Sessional Teaching Form
  - Occupational Health and Safety Booklet
4. An orientation meeting should be arranged between the candidate and an administration officer to orient the candidate with their home campus and introduce him or her to the main people who the candidate might need to go for assistance.

## Appendix B: Faculty Guidelines on Thesis by Publication

### Thesis by Publication: Faculty of Medicine, Nursing & Health Sciences

Refer to: <http://www.mrgs.monash.edu.au/research/examination/thesis-by-publication/medicine.html>

<b>Pagination</b>	Inclusive pagination is to be used.
<b>Bibliography</b>	Partial: to cover general intro & integrated discussion papers.
<b>Framing Papers</b>	Where necessary, including expanded methodology if appropriate. A short introduction/ commentary before each paper may be appropriate. Thesis should include a conclusion.
<b>No. of papers</b>	The material presented for examination needs to equate to that which would otherwise be presented in the traditional thesis format. (This remains a matter of professional judgement for the supervisor and candidate.) Discipline-specific variations apply.
<b>Photocopies</b>	Use PDF. Manuscript format for papers submitted for publication but unpublished is acceptable.
<b>% Authorship</b>	Initiation, key ideas, development and writing up of each of the works should be the primary responsibility of the candidate. Usually joint/ first author and at least 50%.
<b>Declarations</b>	To be clearly specified & formatted according to MRGS template. Co-author signatures necessary on all papers in all thesis copies except those in appendix. Rewritten, previously published papers require acknowledgement of others' contributions.
<b>Faculty guidelines document available</b>	Yes.
<b>Status of papers</b>	Papers must have at least been submitted for publication, though not necessarily accepted.
<b>Other</b>	Appendix ok. List all papers published during candidature at front of thesis.

These guidelines should be read **in addition** to the University requirements for preparation of a thesis based or partially based on published or un-published work. See Handbook - [chapter 7](#) and the MRGS Guidelines.

#### Number of Papers required

There is no set number of papers. The number should be appropriate to the research discipline and should equate to the research content of the "traditional" narrative style thesis.

Overall the thesis must represent a sustained theme of research.

#### Candidate's Contribution to Authorship

Essentially, the initiation, key ideas, development and writing up of each work should be the primary responsibility of the candidate. It is expected that papers submitted in a thesis

would therefore have a substantial and significant contribution by the candidate (at least 50%). The candidate would therefore usually be first or joint first author. Papers where the candidate has less than 50% contribution may be included if significant to the thesis but papers with minor contributions should be kept to a minimum. If several papers result during candidature where the candidate has a minor contribution and where these relate to but are not vital to the argument of the thesis, these papers may be appended to the thesis. A list of all papers published during candidature should be included at the front of the thesis. Published papers that become the basis for thesis chapters in a revised and rewritten form, require acknowledgement of the contributions of others and references where appropriate to the original published paper.

Note: Candidates are strongly urged to arrange for the relevant authorship declaration form to be completed by contributing authors as soon as the paper is prepared or submitted for publication. This should facilitate the collation of authorship contribution when the thesis is ready for submission.

### Methodology (Materials and Methods)

Where methodology or a technique is critical or significant to the theme of the thesis it may be appropriate to include a fuller description than what may be included in a published paper.

### Presentation of the Papers in the Bound Thesis

Photocopied articles should be avoided and Portable Document Format (.pdf) files should be printed where ever possible. If papers are unpublished but have been submitted for publication the paper can be inserted in manuscript format. It may be appropriate to include a short introduction or other commentary before each paper.

### Thesis Pagination

Where PDF copies (or photocopies) of papers have their own pagination these pages should also have pagination added that pertains to the thesis. This will ensure that examiners can highlight the correct thesis page(s) on which they are commenting.

### Conclusion

In addition to an integrative discussion the thesis should include a "conclusion" which gives a synopsis of the original contribution the work has made to the knowledge and understanding of the area with which the thesis is concerned. It may include some indications of what the candidate sees as future directions for their particular research on the field.

### References/ Bibliography

A thesis bibliography should be created at the back of the thesis to list in full the papers cited in the general introduction and integrated discussion. The works cited in the inserted papers do not need to be included in the thesis bibliography unless these papers are also cited in the general introduction or integrative discussion.

## Appendix C: Confirmation of Candidature Evaluation Form



### School of Psychology, Psychiatry and Psychological Medicine Doctoral Research Presentation Evaluation Form Confirmation of Candidature

Candidate: \_\_\_\_\_

Date of Presentation: \_\_\_\_\_

Panel Member: \_\_\_\_\_

**Return the completed evaluation to the Chair of the session.**

Your role as a panel member of this session (please tick):

- Director of Postgraduate Studies or nominee (Chair of panel).  
**Please note, as chair of the panel, you will be required to base your comments and recommendations on the overall presentation by yourself and the panel members.**
- Supervisor.
- Senior academic conversant with general area of research but not directly involved with the candidate's project.

1. **The candidate seems to be well prepared for the presentation of his/her research proposal.**

Yes  No

2. **The presentation should provide a brief overview of the background, aims and design of the study and progress to date, highlighting issues that would benefit from discussion.**

**Please comment on whether the presentation was appropriate, and whether the aims of the study and proposed methodology and analyses are suitable for a Doctoral level project.**

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3. **Recommendation.**

- Confirmation of Candidature be confirmed.
- Some minor modifications are necessary before the candidate's Confirmation of Candidature can be confirmed. **The supervisor should ensure that the candidate understands what is needed and implements the changes.**
- The presentation had major *flaws*, therefore Confirmation of Candidature can not be recommended. Please comment overleaf, particularly on areas needing further development.

Assessor's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Appendix D: Confirmation of Candidature Process



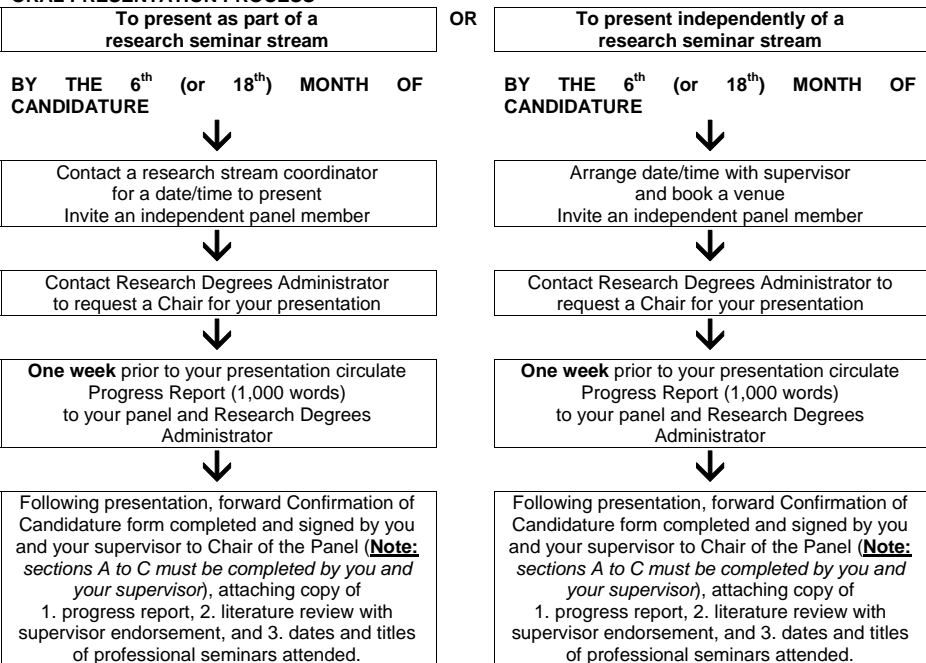
### SCHOOL OF PSYCHOLOGY, PSYCHIATRY & PSYCHOLOGICAL MEDICINE Confirmation of Candidature - A guide for PhD candidates

Candidates are to obtain a Confirmation of Candidature form by the 11<sup>th</sup> month of full-time equivalent candidature: <http://www.mrgs.monash.edu.au/research/students/confirmation.html>

#### HURDLE REQUIREMENTS

1. Progress Report - 1,000 words (2,000 words for External candidates)	Submit to supervisor by end of 10 <sup>th</sup> month (20 <sup>th</sup> month for part time candidates)
2. 10,000 Word Report (Literature Review)	Submit to supervisor by end of 11 <sup>th</sup> month (22 <sup>nd</sup> month for part time candidates)
3. Oral Presentation – of at least 20 mins with 10 mins allocated for questions	To be held by the end of 11 <sup>th</sup> month (22 <sup>nd</sup> month for part time candidates)

#### ORAL PRESENTATION PROCESS



Following the confirmation presentation the convener (Chair) is required to prepare a written report which documents the review panel's recommendations. Refer to Confirmation of Candidature form.

## Appendix E: Research Seminar Attendance Sheet



### School of Psychology, Psychiatry and Psychological Medicine Research Seminar Attendance

Candidates are required by the Regulation to participate fully in the intellectual life of the School. An important focus of this participation involves the various seminar series conducted in the disciplines and their associated Centres.

The Regulations require that candidates attend all courses, seminars, workshops, etc, as are deemed necessary by the head of the academic unit. The School Research Degrees Committee has determined that in the case of a regular seminar series, full time candidates need to attend a **minimum of four (4) presentations per calendar year** and part time candidates need to attend a minimum of **two (2) presentations per calendar year**, under normal circumstances. External candidates can negotiate with their main supervisor to attend relevant colloquia or conferences. **All candidates are required to keep a seminar attendance log that will need to be submitted to the supervisor and included as an attachment with their Progress Reports.**

Candidate: \_\_\_\_\_

Date of Presentation: \_\_\_\_\_

Presentation Title: \_\_\_\_\_

Signature Seminar Chairperson: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

N.B. Evidence for conference/colloquia needs to be provided (e.g. registration receipt)

**Return the completed form to your Supervisor as an attachment to Progress Report**

## Appendix F: Email Account Expiry

# IMPORTANT NOTICE: HIGHER DEGREE RESEARCH (HDR) STUDENTS – ACCOUNT EXPIRY

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### Account Expiry

Some HDR students receive staff-equivalent authentic account (and email) accounts which are based on their student ID.

Please note that this account (and email access) will expire IMMEDIATELY your candidature finishes and cannot be extended.

This normally coincides with the date that your thesis is passed – therefore it is important to ensure that you archive any emails that you may require before this account is deleted (preferably when you submit your thesis).

Instructions on email archive are available on the ITS website:

<http://its.monash.edu.au/messaging/email/archive>

We strongly recommend that all Postgraduate students (but especially Honours students) use their student email address for all OFFICIAL correspondence. Your student email will continue for 90 days after your staff email address has expired.

Students are entitled to a staff email address alias for their student email accounts:

[firstname.lastname@faculty.monash.edu](mailto:firstname.lastname@faculty.monash.edu)

This can be requested through your Department's IT Support.

If required, students can also forward their student emails to their new staff account by following the instructions on the ITS website:

[Http://www.its.monash.edu.au/faq/autofwd.html](http://www.its.monash.edu.au/faq/autofwd.html)

### ENHANCED COMPUTING SERVICES FOR POSTGRADUATE RESEARCH STUDENTS

For a list of enhanced services, visit the ITS website:

<http://www.its.monash.edu.au/students/pgresearch/>

These include:

- Enhanced email options
- Enhanced dial-up account service
- Extended computer account access