

POSTGRADUATE ANNUAL REVIEWS DISCIPLINE OF PHYSIOLOGY

INFORMATION FOR 2008

The following provides a guide for postgraduate students in Physiology in relation to the form and focus of the postgraduate annual review process in 2008.

As in previous years, it is expected that by early October all students will have met with their supervisors and have had a detailed discussion relating to their progress with their graduate studies which encompasses the issues required by and detailed in the Annual Review of Progress and Renewal of Scholarships Form. Each student will then bring the completed Annual Review Form to a scheduled meeting with their year Postgraduate Coordinator. Students are to arrange a suitable time for the meeting with their Postgraduate Coordinator.

With the introduction of the Research Training Scheme by the Department of Education, Training and Youth Affairs (DETYA) who fund postgraduate places in Universities, there is a particular need for the Postgraduate Coordinators to focus specifically on the progress of each postgraduate student in relation to their research project with an emphasis on those issues which might impede 'timely completion'. Timely completion for those students enrolled after September 2000 is now defined by DETYA, and therefore by the University, as the submission and examination of the PhD within 3.5 years after the date of initial enrolment.

Accordingly, the following document provides a list of what the Annual Review Session with the Postgraduate Coordinators will cover for postgraduate students in each year of enrolment.

Please note it is expected that you will have met with your research supervisors to complete the Annual Review form and to have had a detailed discussion of your progress before the meeting with the Postgraduate Coordinator. All of your supervisors should sign the form.

'First Year' Student

Things to bring for the Annual Review Interview

The first part of the interview will focus on your progress in relation to the core elements of the Structured Program. Please bring to the interview:

- details of those Workshops which you have attended as part of your Structured Program
- details of seminars or other presentations that you have given or which you plan to present during 2008
- a copy of your research proposal which is a requirement of your Structured Program and which details the specific experiments which formed your experimental plan for your PhD. If this is not complete at this stage, bring a similar document which briefly lays out details of your experimental plan
- the completed Annual Review forms (2 copies- one will be retained by the postgraduate coordinator)
- a current copy of your *curriculum vitae*

This CV should include details of all of your professional activities including:

- Scholarships
- Honours and Awards (eg for academic performance, Travel Fellowships, Publication Awards etc)
- Scientific conferences attended
- Details of seminars presented in Adelaide, Australia and overseas
- Research abstracts
- Research publications

The Annual Review meeting will focus on the feasibility of your key dates and your progress in relation to these milestones. The Postgraduate Coordinators will keep copies of the material on file for review of your progress through candidature, but there will be no difficulty in revising or updating these milestones. Depending on timing, the Annual Review of Progress may be combined with the Major Review of Progress (see information handbook for Physiology PhD students).

Second, Third and Fourth Year Students

Research Progress -please bring to the meeting:

- either the completed copy of your ARC Small Grant which was completed as part of your Structured Program and which detailed the specific experiments which formed your experimental plan for your PhD, or (if the direction of your project has changed from this earlier document) a brief (~1 page) document which outlines your experimental plan.
- a one page summary of the key dates for the projected completion of each experiment for your PhD, for the analysis of the data from each experiment and for the writing up of that data as either a thesis chapter or scientific manuscript
- the completed Annual Review forms (2 copies- one will be retained by the postgraduate coordinator)

The Annual Review meeting will focus on the progress of your experimental work in relation to these milestones.

Career Development- please bring to the meeting:

Please bring a current copy of your *Curriculum Vitae* to the interview. This CV should include details of all of your professional activities including:

- Scholarships
- Honours and Awards (eg for academic performance, Travel Fellowships, Publication Awards etc)
- Scientific conferences attended
- Details of seminars presented in Adelaide, Australia and overseas
- Research abstracts
- Research publications

Students in the Fifth year and beyond (expired candidature)

Research Progress -please bring to the meeting:

- a comprehensive summary of the key dates for the projected timeline for the completion of your thesis
- drafts of your thesis chapters (hard copy or electronic versions on a lap top are each fine)

The Annual Review meeting will focus on the progress of your thesis and work to develop review dates during 2008/9 to support your plan to make your submission deadline. It is likely that the Postgraduate Coordinator will wish to meet with you at 6-8 weekly intervals after the Annual Review Session to review your progress – please bring your diary to the meeting.

Career Development- please bring to the meeting:

Please bring a current copy of your Curriculum Vitae to the interview. This CV should include details of all of your professional activities including:

- Scholarships
- Honours and Awards (eg for academic performance, Travel Fellowships, Publication Awards etc)
- Scientific conferences attended
- Details of seminars presented in Adelaide, Australia and overseas
- Research abstracts
- Research publications

**Postgraduate Coordinators in Physiology
May 7, 2008**