



Discipline of Physiology

INFORMATION HANDBOOK FOR POSTGRADUATE STUDENTS

2009

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INTRODUCTION

The Research Training Scheme and changes affecting postgraduates

With the introduction of the Research Training Scheme (RTS) by the Department of Education, Training and Youth Affairs (DETYA) which funds postgraduate places in Universities, there is a particular need for the Physiology Postgraduate program to support the progress of each postgraduate student in relation to the timely completion of a high quality research project and submission of research thesis. 'Timely completion' for those PhD 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. The revised rules for the PhD degree are available at: <http://www.adelaide.edu.au/calendar/pg/pdf/AGC.pdf>. The Research Student Handbook (formerly known as the Code of Practice) is a comprehensive guide to the University rules and policies for higher degree research students, and is a valuable source of information. It can be downloaded from: <http://www.adelaide.edu.au/graduatecentre/handbook/>.

Postgraduate students who enrol after September 2000 are subject to the RTS rules. Students who enrolled prior to this continue with the old rules for candidature and scholarships. Physiology postgraduate students are grouped into Year Cohorts. Each year cohort has a postgraduate coordinator who takes responsibility for students in that Year Cohort (see p. 5). Students are advised to read carefully the sections in this Handbook applying to their year cohort. This is particularly important for students in the year 1 cohort because of the requirements for the Structured Program.

Scope and Content of a PhD in Physiology

It is clear that the RTS scheme has shortened the time-frame for the PhD. In view of this, the University has asked that each Department advise students and supervisors of the scope and content expected from a 3 year PhD in the discipline area. Whilst there are dangers in setting rigid quantitative benchmarks- in the absence of caveat statements on research 'quality'- the Discipline of Physiology considers that it would be reasonable at this stage to advise *that a PhD thesis should at least contain research material 'equivalent' to that which would be contained in two full research papers of the quality which would be accepted for publication in major international refereed journals in the discipline.*

The intent of this advice is certainly not to limit PhD theses to any 'minimum threshold' level. We recognise that students who complete high quality work in excess of the minimum requirements will be well placed where there is significant competition within a research field for postdoctoral positions and fellowship funding. The intent of the recommendation is to provide a clear benchmark which students, supervisors and postgraduate coordinators can use to support timely PhD completions.

Structuring the PhD- framework and milestones

In the environment in which the length of the PhD will be set by DETYA through its funding mechanisms, Physiology has developed a framework for the 3-3.5 year degree which identifies milestones that are consistent with the University requirements and offers support structures which will assist students to meet the milestones.

The 'generic' framework of the Physiology Postgraduate Program for 3 years of the PhD can be summarised as follows:

Year 1: An Introduction to Professional Research

Focus on: making the transition to postgraduate research including appropriate induction, preparation and training and the development of an understanding of the respective roles and responsibilities of the research student and supervisor.

Year 2: Progress towards Research and Professional Development Milestones

Focus on development of: research skills required for a career as an independent scientist; professional and career development with an emphasis on development of transferable high level critical and problem solving skills.

Year 3: Thesis Completion and Submission, Development of Employment Opportunities

Focus on development of: research skills required for a career as an independent scientist – emphasis on scientific writing, publication and thesis preparation; professional and career development with an emphasis on networking and the matching of individual professional strengths with career aspirations.

Michael Nordstrom

David Saint

Andrea Yool

David O'Carroll

John Semmler

Physiology Postgraduate Coordinators 2009

PHYSIOLOGY POSTGRADUATE COORDINATORS 2009

Name	Responsible for Year Cohort	Office Contact	Email
A/Prof. David Saint	1	Medical School North N435a Ph: 83033931	david.saint @adelaide.edu.au
Prof. Andrea Yool	2	Medical School North N405 Ph: 83033359	andrea.yool @adelaide.edu.au
A/Prof. David O'Carroll	3	Medical School South S405b Ph: 83034435	david.ocarroll @adelaide.edu.au
Dr. John Semmler	4	Medical School South S428 Ph: 83037192	john.semmler @adelaide.edu.au
A/Prof. Mike Nordstrom	4+	Medical School North N405a Ph: 83034567	michael.nordstrom @adelaide.edu.au

POSTGRADUATE STUDENTS AND YEAR COHORTS 2009

Year 1 Cohort

Deacon, Naomi
Dickinson, Kacie
Dunbier, James (from June 2009)
Lee, Sau Lai
Mashtoub, Suzanne
Rajopadhyaya, Kanchani

Year 2 Cohort

Alasady, Muayad
Dunn, Jessica
Fong, Laura
Lam, Nga
Lim, Han
McAllister, Suzanne
Scrimgeour, Nathan

Year 3 Cohort

John Cirillo
Scott Copley
Kristen Georgiou
Kee Heng
Adam Kane (50% Psychology)
Tristan King
Ming Lee
Nicholas Sjoberg
Thomas Wycherley

Year 4 Cohort

Arentz, Georgia
Barnett, Paul
Bolzon, Douglas
Botting, Kimberly
Chung, Rosa
Dartnall, Tamara
Lim, Siew Seen
Schabrun, Siobhan
Spencer, Timothy
Szarek, Eva (started June 30, 2006)
Vakulin, Andrew

Year 4+ Cohort

Chan, Huater
Davison, Kade
Pezos, Nektaria
Rattanatray, Leewen
Snell, Andrew
Stadler, Daniel
Tosh, Darran

Aromataris, Edoardo
Chua, Joanne
Coldwell, Jonathon
Coussens, Scott
Horton, Dane
Jones, Claire
Martin, Christopher
Slattery, James
Stocker, Alice
Wyss, Olivia

INFORMATION FOR POSTGRADUATE STUDENTS IN THE FIRST YEAR OF CANDIDATURE

The Structured Program

During the first 12 months of their candidature, all PhD students in the year 1 cohort are required to complete the *Structured Program* which consists of a Development Component and a Core Component. Information about the Structured Program and the forms can be obtained from the University website at http://www.adelaide.edu.au/graduatecentre/forms/ccsp_complete.pdf.

Specific details of the Structured Program in Physiology are included in this document, which is also available on the web at <http://www.adelaide.edu.au/mbs/current/postgraduates/discipline/>

The Structured Program outlined herein does not necessarily apply to those considering candidature for PhD by publication under Academic Program Rule 6.1 (i.e., as an employee or title holder of Adelaide University, or as an employee of an approved organisation), or MSc candidates. These candidates are advised to consult with the Head of Discipline prior to enrolment for guidance on the scope and content of the Structured Program.

The Development Component

The Development Component is designed to identify and address any weaknesses in a candidate's academic background that might otherwise hamper the successful completion of their research project and submission of their thesis. This is particularly intended to assist candidates who have not completed an Honours degree in the Discipline of Physiology, or whose primary degree is not in basic science, medicine or dentistry. The supervisor and postgraduate coordinator will decide at the time of enrolment if a student is required to complete the Development Component. If so, in consultation with the student, they will design a program that will provide the student with the opportunity to obtain an appropriate background for the project.

This program may include assistance with skills needed to write research papers and theses in physiology or training in the use of the library, including use of electronic databases. The Postgraduate Coordinators will determine the need for this at the orientation session. Students who have obtained a First Class or 2A Honours degree from Physiology or from another Honours program with a similar structure will be assumed to have these skills.

It is a requirement of the Board of Research, Education and Development that International students from non-English speaking backgrounds complete appropriate components of the **Integrated Bridging Program (IBP)** (<http://www.adelaide.edu.au/graduatecentre/rep/ibp/>) as part of their Structured Program.

The Core Component

The Core Component has been designed to help students develop successful research projects. The Adelaide Graduate Centre requires that the elements of the Core Component be completed during the first six months of candidature and before students may enrol for the second year of candidature. The University form and instructions are available at www.adelaide.edu.au/graduatecentre/forms/ccsp_complete.pdf

The 2009 Structured Program in Physiology is described in the following sections.

To complete the Core Component of the Structured Program in Physiology, you will:

1. attend the University and Physiology orientation sessions for new postgraduate students
2. attend the Physiology Occupational Health and Safety Orientation session
3. identify a research project with your supervisor(s)
4. meet with your postgraduate advisory group as necessary throughout the year
5. prepare a written research proposal (in the first 6 months of candidature)
6. satisfactorily defend the research proposal at an oral examination with your postgraduate advisory group and submit the proposal to the Adelaide Graduate Centre (in the first 6 months of candidature)
7. obtain ethics approval for your research (in conjunction with your supervisor) and attend the required ethics training sessions. For animal experimenters this includes the “Care and Handling of Animals” workshop
8. present a seminar to the Discipline of Physiology
9. attend the Discipline of Physiology Seminar Series or equivalent
10. (optionally) take part in the Visiting Scholars program
11. consider financial implications of your research
12. consider intellectual property issues related to your research
13. discuss authorship issues with your supervisor.
14. attend a series of workshops on research skills and professional development
15. meet with the supervisor(s) and postgraduate coordinator for an annual review of progress and scholarship renewal in September-October each year (depending on timing of initial enrolment this may be combined with 16).
16. meet with the supervisor(s) and postgraduate coordinator for a Major Review of Candidature between 9-11 months of year 1.

More details of each of these elements of the Structured Program for PhD students in Physiology in 2009 are included below. It is your responsibility to be aware of and meet the deadlines imposed by the discipline of Physiology and the University. Extensions to due dates will be at the discretion of the postgraduate coordinator(s). ***If you receive advice from the Graduate Centre about an upcoming deadline that you are unable to meet you should advise the Graduate Centre and your postgraduate coordinator immediately.*** Do not ignore such letters as The Adelaide Graduate Centre takes a hard line on deadlines and will suspend candidature (and scholarship) if you don't take steps to arrange an extension.

1. Orientation sessions for new postgraduate students

The University holds an orientation session for new postgraduate students twice each year, normally in late February and September. All new students are required to attend one of these sessions as a requirement of the Structured Program. Information on the University sessions can be obtained here <http://www.adelaide.edu.au/graduatecentre/induction/index.html>. The University keeps a record of attendance and will not sign off on confirmation of candidature at the end of year 1 until you have attended an induction session.

An orientation session with information specific for new postgraduate students in the Discipline of Physiology will be conducted by the postgraduate coordinator(s) and postgraduate student representative(s) annually, usually in late March. All new students are expected to attend this session. Students enrolling after the March session will meet with the first year postgraduate coordinator for an orientation within 6 weeks of enrolment.

The orientation session will give an introduction to the formal administrative procedures for the higher degree, including:

- *the Structured Program;*
- *the requirements for the research proposal and the developing of the outline of the proposed research;*
- *procedures for examination of the PhD thesis;*
- *relevant University policies, including OH&S requirements, and ethics approval procedures;*
- *procedures for borrowing of equipment, sharing of School resources, and use of computer systems;*
- *an introduction to the email system;*
- *opportunities for professional development in the teaching domain;*
- *students who are located external to the Discipline of Physiology must consult their supervisor for reference to the relevant persons for information on the requirements of that institution on matters related to the policies that govern their activities there*

2. Occupational Health and Safety orientation session

The Faculty holds an OH&S Induction Training Session in mid-February, repeated in July for mid-year intake students. This session is designed to increase your awareness of OH&S issues in laboratory science. If you miss the February session you will need to complete the online Faculty of Sciences OH&S Induction training Course on MyUni <https://myuni.adelaide.edu.au/webapps/login>. See Peter Berry-Smith (ph: 83033869) if you have problems with this. Upon completion of the course you will receive a certificate of completion that you should bring to the Major Review of Candidature. There is a separate session where you will receive information about School and Discipline of Physiology OH&S policies and procedures, and you will be advised of this by email.

3. Research Project Selection

During the first six months of candidature, the student and their supervisor(s) will identify possible research topics and discuss their academic feasibility, resource requirements and ethical and

intellectual property implications. The student and supervisor are to work through the form entitled “Completion Of The Core Component of the Structured Program” which can be found at www.adelaide.edu.au/graduatecentre/forms/ccsp_complete.pdf.

If issues of concern arise from this exercise, they should be discussed as early as possible in a meeting between the student, their supervisor and the postgraduate coordinator(s).

4. *Postgraduate Advisory Group*

A Postgraduate Advisory Group will be established for each Year 1 postgraduate student comprising the supervisor(s), the year level postgraduate coordinator and one other scientist. From time to time it may be necessary to augment the membership of the Advisory Group with additional expertise as requested by the student or supervisor or on the advice of the postgraduate coordinator. The Advisory Groups will have specific responsibilities for monitoring progression of each student within the framework of the Postgraduate Program.

5. *Research Proposal*

The student will prepare a research proposal in the format of a modified Small ARC (Australian Research Council) grant application. The electronic version of the form, together with the Guidelines and Instructions for applicants can be downloaded from <http://www.adelaide.edu.au/mbs/current/postgraduates/discipline/>

The research proposal will include a review of the relevant literature, the hypotheses and aims of the project, and a background/rationale and brief research plan. There will be a workshop to assist students with this task (see p. 17).

The draft proposal must be submitted no later than five months after initial enrolment.

6. *Review of Research Proposal*

The research proposal will be reviewed by the student’s Postgraduate Advisory Group. At the oral defence of the research proposal, the student will be expected to display a knowledge of the literature in their research area, and to explain and defend the hypotheses to be tested, and the experimental approach proposed.

The Advisory Group will work with the student to ensure that the Research Proposal meets the required standard for submission to the Adelaide Graduate Centre no later than 6 months from the commencement of candidature.

7. *Ethics of scientific research*

Major ethical issues such as formal ethical clearance, legal liability and School/University policies will be addressed at the orientation session. In addition, students will be required to attend seminar/workshop sessions during the first year of candidature that addresses key issues in research ethics (human and animal) and scientific conduct (see p. 17).

The one-day “Animal Ethics Training Course” run by the University is compulsory for all postgraduate students likely to use animals during their project. The course must be completed as soon as practicable after commencement of their candidature, if it was not completed during their Honours year (see <http://www.adelaide.edu.au/ethics/animal/training/>). Students planning to use the University Laboratory Animal Facility should attend the separate orientation and induction session, for details see (http://www.adelaide.edu.au/animal_services/info/new.html). In addition, the supervisor is responsible for ensuring that the student is aware of all of the relevant aspects of handling animals for the project and is capable of performing to a high standard any procedures involving animals that are required for the project.

Ethical approval is required for all research involving animals or humans. It is the responsibility of the supervisor(s) to obtain relevant ethics clearance (if this is required) from the appropriate University Ethics Committee and any other relevant bodies outside the University. The student must be named as an investigator on the ethics application applying to their project to satisfy requirements for completion of the Structured Program and re-enrolment in year 2. For postgraduate students working outside the University (e.g. hospitals or CSIRO), the University’s requirements for ethics approval are somewhat complicated. Students working on *projects involving animals need ethics approval from the University of Adelaide Committee, as well as the local Institution*. In some cases approval is required from both the local and University Committees for human research. For some hospital research involving human subjects dual approval is not required, but a notification form must be submitted to the University Human Research Ethics Committee. For guidance, look at Section C of the Structured Program form at www.adelaide.edu.au/graduatecentre/forms/ccsp_complete.pdf, and the website of the relevant Ethics Committee: <http://www.adelaide.edu.au/ethics/animal/guidelines/> (Animal) <http://www.adelaide.edu.au/research/ethics/human/guidelines/> (Human)

8. *Postgraduate Seminar*

Each PhD student is required to present a seminar describing their research to the Discipline of Physiology as part of the Structured Program during the first 6 months of their candidature. The first year Postgraduate Coordinator will determine the timing of the seminar sessions.

The structure of the seminar for new students will be a ten-minute talk followed by five minutes of questions. Students are not expected to present experimental results at this stage, although they may if they wish. Rather, they should present the background and rationale for their research proposal and demonstrate a good understanding of the relevant literature.

Each presenting student will be given feedback on the style and content of their presentation by “assessors” appointed by the postgraduate coordinators. The Postgraduate Seminar Series is attended by all Discipline of Physiology academic staff, research fellows and postgraduate and Honours students.

9. *Discipline of Physiology Seminar series*

The Discipline of Physiology conducts a seminar series on Wednesday afternoons at 4 pm during each semester in the Numico seminar room, 5th floor Medical School South. The seminar program provides the opportunity for students to see other scientists present their research on topics that

cover a broad range of interest to physiologists: from molecular, cellular, and systems levels of investigation of physiological questions relevant to human health and disease.

It is important that postgraduate students in physiology gain a broad appreciation of the frontiers of physiological research, to balance the tendency for very narrow lines of investigation within one's chosen field of specialisation for the PhD. For this reason, we expect postgraduate students to attend the Discipline of Physiology Seminar Series. For external students, this may only be practical on the days that you are in Physiology for a workshop. The workshops are usually scheduled just before the seminar. *We expect you to attend a minimum of 20 seminars per year (in Physiology or elsewhere), and to keep a record of the seminars you attend in a seminar notebook. This record will be reviewed at the Major Review of Candidature.*

10. Visiting Scholars program

The Visiting Scholars program was introduced in 1997 as an adjunct to the Physiology seminar series. The program provides postgraduates with opportunities to meet with distinguished scholars (mainly but not exclusively physiologists) in an informal environment. It has also become the focus of regular social get-togethers for a group that is spread throughout several institutions (University, Hospitals, IMVS, CSIRO, etc). This program has helped to weld Physiology postgraduates into a very cohesive group, into which new students are accepted quickly and easily. While these sessions are not compulsory for students in the Structured Program, postgraduate students are strongly encouraged to attend as many of these sessions as possible.

11. Consider financial implications of your research

12. Consider intellectual property issues related to your research

13. Discuss authorship issues with your supervisor

Items 11-13 are elements of the Structured Program form that must be completed by students and supervisors www.adelaide.edu.au/graduatecentre/forms/ccsp_complete.pdf. Students are encouraged to look at the form and discuss these issues with their supervisor early in their candidature. These issues are also addressed in several of the workshops for students in the Structured Program (see p. 17)

14. Workshops on research skills and professional development

The Discipline of Physiology offers an integrated series of workshops tailored to the needs of research students at different stages of their career to assist their professional development as scientists. These begin in the Honours course and continue through PhD and postdoctoral training. The program assists students to develop skills needed for a successful career in science and encourages students to take an active role from an early stage in planning and managing their career progression. An important component is formal training in the ethical dimensions of science, and the development of moral reasoning skills, as ethical issues are becoming increasingly important in science.

As part of the structured Program, first year postgraduate students attend a series of workshops in research skills and development that will assist them to meet the requirements of the Structured

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Program in Physiology. The sessions for the Structured Program in 2009 are detailed on p. 17. Attendance at the timetabled sessions is mandatory.

The Adelaide Graduate Centre offers a range of workshops for postgraduate students. You are strongly encouraged to attend sessions of interest. Information about their research education programs can be obtained at www.adelaide.edu.au/graduatecentre/rep/student/

15. *Annual Review of Progress in September-October and scholarship renewal*

The Annual Review of Progress is designed to assess a student's progress and identify and address any difficulties that may be hampering that progress. Students enrolling in August, September or October are exempt from Annual Review in their year of enrolment. All other students, including those on leave of absence, must complete the Annual Review of Progress and submit the University's forms if they wish to re-enrol the following year. All the associated forms are sent directly to the student by Graduate Studies in mid-September of each year.

Depending on the timing of initial enrolment, the Annual Review of Progress and signing of the forms may be incorporated into the Major Review of Candidature (described under 16). For students in the Structured Program who enrol later in the year, the Annual Review of Progress will need to be completed as a separate process before the Major Review of Candidature because of the University's deadline of October 31 each year for the Annual Review of Progress.

For the Annual Review of Progress, each student will meet with their Postgraduate Advisory Group to discuss their progress. While the postgraduate coordinator will arrange the scheduling of the Annual Review sessions with students, it is the responsibility of the individual student to ensure that they have discussed and completed the relevant sections of the Annual Review form with their supervisor(s) prior to the interview. The postgraduate coordinator will also request that the student prepare and bring along other documentation (eg. achievements, dot-point progress reports and plans for the following year including the key dates for the projected completion of the experiments as outlined in the Research Proposal) (see *Physiology Annual Review Information*, available from <http://www.adelaide.edu.au/mbs/current/postgraduates/discipline/>

Further information about the Annual Review of Progress can be obtained from the Adelaide Graduate Centre website (www.adelaide.edu.au/graduatecentre/review/). Please note that there is additional information at that site to do with unsatisfactory performance and grievance procedures.

It is the student's responsibility to ensure that both the Annual Review and Re-enrolment forms are duly completed, signed and returned to the Adelaide Graduate Centre by the due date. **Note: From 2007, late submission of any required paperwork (including annual review forms) leads to automatic suspension of your candidature and any scholarship payments.** If it appears likely that the Annual Review may not be completed by the due date, please inform the Adelaide Graduate Centre as soon as possible so that the confirmation of your re-enrolment is not jeopardised. However, the re-enrolment form must still be returned by the due date to avoid being charged the late fee.

Supervisor(s) are asked to indicate (in section B of the Annual Review form) if there has been a change in the direction of the student's research which is likely to lead to the generation of commercially sensitive/viable Intellectual Property. If the "YES" box is ticked, the Adelaide Graduate Centre will request that the student sign the *Student Project Participation Agreement* (SPPA). Confirmation of re-enrolment is subject to receipt of the signed SPPA.

If a student is in receipt of a living allowance scholarship administered by the Adelaide Graduate Centre, subject to satisfactory progress, scholarships will be automatically renewed up to the maximum period of entitlement (3 yrs for PhD, 2 yrs for Masters). Application for scholarship extension beyond this period must be made on a separate form available from the Adelaide Graduate Centre <http://www.adelaide.edu.au/graduatecentre/scholarships/postgrad/pgforms.html>. A scholarship extension is not automatic. A case needs to be made that a student's progress has been delayed by factors beyond their control. **It is essential to document in the annual review forms any circumstances which have delayed your progress.** If a scholarship extension is requested, the annual review forms from each year of candidature will be reviewed for documented evidence in support of your request for an extension. The maximum period of scholarship stipend is 3.5 years.

International students who are in receipt of scholarships, other than the University of Adelaide Scholarships which provide for living allowance, should not apply for scholarship extension on this form. Contact the International student office for advice <http://www.international.adelaide.edu.au/>.

16. Meet with Postgraduate Advisory group for a Major Review of Candidature

The University specifies that a Major Review of Candidature of each student will occur before re-enrolment for year 2, and that this review will recommend a) confirmation of candidature, b) the extension of provisional status, or c) termination of candidature. In the case of extension, a further review after a clearly defined period, normally 3 but not more than 6 months would form the basis of confirmation, termination or change to a Masters enrolment. This places a major emphasis on the provision of appropriate research supervision, skills development and mentorship before the Major Review of Candidature at the end of Year 1.

The Postgraduate Advisory Group will hold a Major Review of Candidature with each student no earlier than 9 months and no later than 11 months after enrolment. The review will consider whether candidature should be confirmed. This will entail review of attendance at relevant workshops and seminars, satisfactory completion of the research proposal and oral defence, OH&S training, feedback from the Postgraduate Seminar presentation, and information available from the student and supervisor from the Annual Review of Progress (see point 15, above).

The student should bring the form entitled "Completion of the Core Component of the Structured Program" to the review meeting (www.adelaide.edu.au/graduatecentre/forms/ccsp_complete.pdf). The student and supervisor should have completed the form prior to the meeting.

The Postgraduate Advisory Group will be responsible for the forwarding of a decision on completion of the Structured Program and the progress of candidature through the postgraduate coordinator to the Head of Physiology. If the student has satisfactorily completed the Structured Program, and the Head of Physiology confirms their candidature for year 2 of the PhD, the Head of Physiology will complete the Structured Program form and advise the Adelaide Graduate Centre of the outcome. If candidature is not confirmed at the Major Review of Candidature the student will be advised of the decision and subsequent action required as soon as practicable after the meeting.

Supervisor(s) are to meet with their postgraduate students three months prior to the Major Review of Candidature to discuss any issues which they consider are likely to impede the student's confirmation of candidature. Any such issues should be identified in writing and any potential

solutions should also be recorded. The university's annual review form could be used for this (available at www.adelaide.edu.au/graduatecentre/review/).

The Year One Postgraduate Coordinator will visit some students and their supervisors 'on site' during the first 12 months of candidature to enhance the development of a working rapport with student and supervisor(s) and discuss any specific issues that may impede the student's progress.

Discipline of Physiology Structured Program Requirements and Deadlines 2009

Task	Due Date
Development component	If required, by arrangement with PG coordinator.
University Postgraduate Induction	February 20, March 26 or July 24, 2009
Faculty OH&S Training	Session February 2009 or complete online on MyUni
Physiology OH&S orientation	(by arrangement – see Tony Richardson/postgraduate coordinator)
Physiology Postgraduate Induction	March 27, 2009
Research Proposal draft submitted	Within the first 5 months of candidature
Oral defence of research proposal	Two weeks after submission of written proposal
Final Research Proposal submitted to Adelaide Graduate Centre	No later than 6 months after commencement of candidature
Ethics approval for your project (if required)	Before you start experiments. Documentary evidence as a named investigator is needed to complete the structured program and to confirm your candidature for year 2
Seminar on your research	During the first 6 months of candidature
Attend Discipline of Physiology Seminar series	Wednesdays at 4 pm during semester 1 and 2
Workshops on research skills & professional development	As scheduled, see separate notice.
Completion of Core and Development Components of Structured Program	During the first 6 months of candidature
Annual Review of Progress	September-October 2009, by appointment.
Annual review, re-enrolment and renewal of scholarship forms completed and returned to Adelaide Graduate Centre	October 31, 2009: Note if documentation not completed and forwarded to the Graduate centre by this date, students will be automatically suspended.
Major Review of Candidature	During the first 9-11 months of candidature, usually following Annual Review of Progress, but may be combined with it.
Confirmation of candidature by Head of Physiology	Following Major Review of Candidature. No later than 1 year after initial enrolment

Discipline of Physiology

Workshops for postgraduate students in the Structured Program 2009

Session	Presenter(s)	Venue	Date & Time*
Occupational Health and Safety induction	On-line course		
University Postgraduate Induction	various	Various, see website	Feb 20 or Mar 26 or Jul 24 8:50 am – 1:00 pm
University Animal Facilities Induction	various	Stirling LT Medical School South	Wed February 18
Animal Ethics One-day Training Course [#]	Various	National Wine Centre, Busby Hall, Corner of Botanic & Hackney Roads	Animal Ethics March 5 9 am – 4 pm
Induction and orientation for Physiology postgrads	PG coordinators	Meeting Room S423, Level 4 Medical School South	Fri March 27 10:30 am - 5 pm
Moral Reasoning and Ethics workshop 1	Mike Nordstrom	Meeting Room S421, Level 4 Medical School South	Wed April 29* 2 - 4 pm
Moral Reasoning and Ethics workshop 2	Mike Nordstrom	Meeting Room S421, Level 4 Medical School South	Wed May 6* 2 - 4 pm
Preparation of the research proposal	David Saint	Meeting Room S421, Level 4 Medical School South	Wed May 13* 2 - 4 pm
Intellectual property	David Saint	Meeting Room S421, Level 4 Medical School South	Wed May 20* 2 - 4 pm

*Note that session dates and times are provisional, and subject to change. Confirmed session times will be advertised closer to the event. Most sessions will run on Wednesday afternoons.

[#]compulsory for all students using animals in their research.

INFORMATION FOR POSTGRADUATE STUDENTS IN THE 2ND YEAR COHORT

During Year 2 the focus will be on maintaining progress towards research milestones, appropriate professional development and career mentorship. In Year 2 the role of the Postgraduate Coordinator as a 'career mentor' will be significantly developed and supported through related Workshop activities.

1. *Postgraduate Advisory Group*

A Postgraduate Advisory Group will continue for each postgraduate student in Year 2 comprising the supervisor(s) and year level postgraduate coordinator. From time to time it may be necessary to augment the membership of the Advisory Group with additional expertise as requested by the student or supervisor(s) or on the advice of the postgraduate coordinator. The Advisory Groups will have specific responsibilities for monitoring progression of each student within the framework of the Postgraduate Program.

There will be a meeting of the Postgraduate Advisory Group for each student during the first 6 months of Year 2 to review the key dates for the projected completion of each experiment for the 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. This may be combined with the Major Review of Candidature meeting (see p. 14).

2. *Workshops on research skills and professional development*

The Discipline of Physiology offers an integrated series of workshops tailored to the needs of research students at different stages of their career to assist their professional development as scientists. These begin in the Honours course and continue through PhD and postdoctoral training. The program assists students to develop skills needed for a successful career in science and encourages students to take an active role from an early stage in planning and managing their career progression.

For second year students, the focus is on developing writing skills and career development. Supporting workshops include thesis writing, publication of research, CVs and resumes (see p. 22). Attendance at the timetabled sessions is mandatory, with the exception of the Publication Workshop, which is optional for those who have already published a peer-reviewed paper in a journal as first author.

The Adelaide Graduate Centre offers a range of workshops for postgraduate students. You are strongly encouraged to attend sessions of interest. Information about their programs can be obtained at www.adelaide.edu.au/graduatecentre/rep/student/

3. *Meeting with Postgraduate coordinator for career planning and development*

The Year 2 Postgraduate Coordinator will meet with each student during the second half of Year 2 to review the student's career aspirations in the context of their Curriculum Vitae. This will include details of all relevant professional activities including: Scholarships, Honours and Awards (e.g., for academic performance, Travel Fellowships, Publication Awards etc), scientific conferences attended, details of seminars presented in Adelaide, Australia and overseas, Research publications, participation in Physiology Teaching Associates Program and their teaching portfolio, etc. This meeting usually is combined with the Annual Review session.

4. *Discipline of Physiology Seminar series*

The Discipline of Physiology conducts a seminar series on Wednesday afternoons at 4 pm during each semester in the Numico seminar room, 5th floor Medical School South. The seminar program provides the opportunity for students to see other scientists present their research on topics that cover a broad range of interest to physiologists: from molecular, cellular, and systems levels of investigation of physiological questions relevant to human health and disease.

It is important that postgraduate students in physiology gain a broad appreciation of the frontiers of physiological research, to balance the tendency for very narrow lines of investigation within one's chosen field of specialisation for the PhD. For this reason, we expect postgraduate students to attend the Discipline of Physiology Seminar Series. For external students, this may only be practical on the days that you are in Physiology for a workshop. The workshops are usually scheduled just before the seminar.

Each second year PhD student will present a 20-min seminar in the Discipline of Physiology seminar series in 2009. Two students will present in a single session. One week preceding the seminars the PhD students providing the seminar will provide a 30-min journal club for Honours students, highlighting the central methodology of the experimental approach they use. The Physiology Seminar and Honours coordinators will oversee the journal club.

5. *Visiting Scholars program*

The Visiting Scholars program was introduced in 1997 as an adjunct to the Physiology seminar series. The program provides postgraduates with opportunities to meet with distinguished scholars (mainly but not exclusively physiologists) in an informal environment. It has also become the focus of regular social get-togethers for a group that is spread throughout several institutions (University, Hospitals, IMVS, CSIRO, etc). This program has helped to weld Physiology postgraduates into a very cohesive group, into which new students are accepted quickly and easily. The Physiology Visiting Scholars Program is formally recognised as a component of the second year of the Postgraduate Program and attendance at these sessions is expected for all Year 2 students.

6. *Annual Review of Progress in September-October and scholarship renewal*

The Annual Review of Progress is designed to assess a student's progress and identify and address any difficulties that may be hampering that progress. All students, including those currently on

leave of absence, must complete the Annual Review of Progress and submit the University's Annual Review forms if they wish to re-enrol the following year. All the associated forms are sent directly to the student by Graduate Studies in mid-September of each year.

Each student will meet with their Postgraduate Advisory Group for an Annual Review of Progress no earlier than 9 months and no later than 11 months after the start of Year 2. Where possible, this will take place during the September-October period prior to the University's deadline of October 31 for the return of the forms. While the postgraduate coordinator will arrange the scheduling of the Annual Review sessions with students, it is the responsibility of the individual student to ensure that they have discussed and completed the relevant sections of the annual review form with their supervisor(s) prior to the interview. The postgraduate coordinator will also request that the student prepare and bring along other documentation (eg. achievements, dot-point progress reports and plans for the following year including the key dates for the projected completion of the experiments as outlined in the Research Proposal) (see *Physiology Annual Review Information*, available from <http://www.adelaide.edu.au/mbs/current/postgraduates/discipline/>).

Further information about the Annual Review of Progress can be obtained from the Adelaide Graduate Centre website (www.adelaide.edu.au/graduatecentre/review/). Please note that there is additional information at that site to do with unsatisfactory performance and grievance procedures.

It is the student's responsibility to ensure that both the Annual Review and Re-enrolment forms are duly completed, signed and returned to the Adelaide Graduate Centre by the due date. **Note: From 2007, late submission of any required paperwork (including annual review forms) leads to automatic suspension of your candidature and any scholarship payments.** If it appears likely that the Annual Review may not be completed by the due date, please inform the Adelaide Graduate Centre as soon as possible so that the confirmation of your re-enrolment is not jeopardised. However, the re-enrolment form must still be returned by the due date to avoid being charged the late fee.

Supervisor(s) are asked to indicate (in section B of the Annual Review form) if there has been a change in the direction of the student's research which is likely to lead to the generation of commercially sensitive/viable Intellectual Property. If the "YES" box is ticked, the Adelaide Graduate Centre will request that the student sign the *Student Project Participation Agreement* (SPPA). Confirmation of re-enrolment is subject to receipt of the signed SPPA.

If a student is in receipt of a living allowance scholarship administered by the Adelaide Graduate Centre, subject to satisfactory progress, scholarships will be automatically renewed up to the maximum period of entitlement (3 yrs for PhD, 2 yrs for Masters). Application for scholarship extension beyond this period must be made on a separate form available from the Adelaide Graduate Centre <http://www.adelaide.edu.au/graduatecentre/scholarships/postgrad/pgforms.html>. A scholarship extension is not automatic. A case needs to be made that a student's progress has been delayed by factors beyond their control. **It is essential to document in the annual review forms any circumstances which have delayed your progress.** If a scholarship extension is requested, the annual review forms from each year of candidature will be reviewed for documented evidence in support of your request for an extension. The maximum period of scholarship stipend is 3.5 years.

International students who are in receipt of scholarships, other than the University of Adelaide Scholarships which provide for living allowance, should not apply for scholarship extension on this form. Contact the International student office for advice <http://www.international.adelaide.edu.au/>

Discipline of Physiology

PhD Year 2 Cohort Requirements and Deadlines 2009

Task	Due Date
Meet with Postgraduate Advisory Group for review of progress	In the first half of Year 2, by appointment (may be combined with Major Review of Candidature)
Attendance at Physiology Seminar series is expected	Wednesdays at 4 pm during each semester.
Present a 20-min seminar in the Physiology seminar series and a journal club for Honours students	By arrangement with Physiology Seminar and Honours convenors.
Participation in Visiting Scholars Program	As scheduled
Workshops on research skills and professional development	As scheduled, see separate notice.
Meet with Postgraduate Coordinator for career planning and development	In the second half of Year 2, by appointment. Usually combined with annual review session.
Annual Review of Progress	Usually September-October 2009, by appointment.
Annual review, re-enrolment and renewal of scholarship forms completed and returned to Adelaide Graduate Centre	October 31, 2009

Discipline of Physiology

Workshops for Year 2 PhD students in 2009

Session	Co-ordinator(s)	Venue	Date & Time*
Career planning review	Andrea Yool	tba	Individual session by appointment (may be combined with Major Review of Candidature)
Researcher Education & Development Programs (RED) for Students	Research Education Program, U of A	Register online www.adelaide.edu.au/graduatecentre/rep/student/	Various
Publication workshop	Mike Nordstrom and staff of Research Education Program, U of A	tba	September 2009. A flyer and registration form will be emailed 2 months before.
CVs and resumes	Dr. Lorraine MacKenzie	tba	October 2007, tba

*note that session dates and times are provisional, and subject to change. Confirmed session times will be advertised closer to the event.

INFORMATION FOR POSTGRADUATE STUDENTS IN THE YEAR 3 AND 4 COHORTS

Third and fourth year students are expected to be presenting their research at local, national or international meetings.

During Years 3 and 4 the focus will be on completion of experimental work, thesis completion and submission, development of research skills required for a career as an independent scientist, and career development with an emphasis on networking and the matching of individual professional strengths with career aspirations. These areas will be developed and supported through related workshop activities and review planning.

1. *Postgraduate Advisory Group*

A Postgraduate Advisory Group will continue for each postgraduate student in Years 3 and 4 comprising the supervisor(s) and year level postgraduate coordinator. From time to time it may be necessary to augment the membership of the Advisory Group with additional expertise as requested by the student or supervisor(s) or on the advice of the postgraduate coordinator. The Advisory Groups will have specific responsibilities for monitoring progression of each student within the framework of the Postgraduate Program.

2. *Discipline of Physiology Seminar series*

The Discipline of Physiology conducts a seminar series on Wednesday afternoons at 4 pm during each semester in the Numico seminar room, 5th floor Medical School South. The seminar program provides the opportunity for students to see other scientists present their research on topics that cover a broad range of interest to physiologists: from molecular, cellular, and systems levels of investigation of physiological questions relevant to human health and disease.

It is important that postgraduate students in physiology gain a broad appreciation of the frontiers of physiological research, to balance the tendency for very narrow lines of investigation within one's chosen field of specialisation for the PhD. For this reason, we expect postgraduate students to attend the Discipline of Physiology Seminar Series. For external students, this may only be practical on the days that you are in Physiology for a workshop. Workshops are usually scheduled just before the seminar.

3. *Visiting Scholars program*

The Visiting Scholars program was introduced in 1997 as an adjunct to the Physiology seminar series. The program provides postgraduates with opportunities to meet with distinguished scholars (mainly but not exclusively physiologists) in an informal environment. It has also become the focus of regular social get-togethers for a group that is spread throughout several institutions (University, Hospitals, IMVS, CSIRO, etc). This program has helped to weld Physiology postgraduates into a very cohesive group. While these sessions are not compulsory for students in year 3 and beyond, you are strongly encouraged to attend as many of these sessions as possible.

5. *Annual Review of Progress in September-October and scholarship renewal*

The Annual Review of Progress is designed to assess a student's progress and identify and address any difficulties that may be hampering that progress. All students, including those currently on leave of absence, must complete the Annual Review of Progress and submit the University's Annual Review forms if they wish to re-enrol the following year. All the associated forms are sent directly to the student by Graduate Studies in mid-September of each year.

Each student in Year 3 and 4 cohorts will meet the Postgraduate Coordinator for an Annual Review of Progress, normally during the September-October period prior to the University's deadline of October 31 for the return of the forms. While the postgraduate coordinator will arrange the scheduling of the Annual Review sessions with students, it is the responsibility of the individual student to ensure that they have discussed and completed the relevant sections of the Annual Review form with their supervisor(s) prior to the interview. The postgraduate coordinator will also request that the student prepare and bring along other documentation (eg. achievements, dot-point progress reports and plans for the following year including the key dates for the projected completion of the experiments as outlined in the Research Proposal) (see *Physiology Annual Review Information*, available from <http://www.adelaide.edu.au/mbs/current/postgraduates/discipline/>) Further information about the Annual Review of Progress and the forms can be obtained from the Adelaide Graduate Centre website (www.adelaide.edu.au/graduatecentre/review/). Please note that there is additional information at that site to do with unsatisfactory performance and grievance procedures.

It is the student's responsibility to ensure that both the Annual Review and Re-enrolment forms are duly completed, signed and returned to the Adelaide Graduate Centre by the due date. **Note: From 2007, late submission of any required paperwork (including annual review forms) leads to automatic suspension of your candidature and any scholarship payments.** If it appears likely that the Annual Review may not be completed by the due date, please inform the Adelaide Graduate Centre as soon as possible so that the confirmation of your re-enrolment is not jeopardised. However, the re-enrolment form must still be returned by the due date to avoid being charged the late fee.

Supervisor(s) are asked to indicate (in section B of the Annual Review form) if there has been a change in the direction of the student's research which is likely to lead to the generation of commercially sensitive/viable Intellectual Property. If the "YES" box is ticked, the Adelaide Graduate Centre will request that the student sign the *Student Project Participation Agreement* (SPPA). Confirmation of re-enrolment is subject to receipt of the signed SPPA.

If a student is in receipt of a living allowance scholarship administered by the Adelaide Graduate Centre, subject to satisfactory progress, scholarships will be automatically renewed up to the maximum period of entitlement (3 yrs for PhD, 2 yrs for Masters). Application for scholarship extension beyond this period must be made on a separate form available from the Adelaide Graduate Centre <http://www.adelaide.edu.au/graduatecentre/scholarships/postgrad/pgforms.html>. A scholarship extension is not automatic. A case needs to be made that a student's progress has been delayed by factors beyond their control. **It is essential to document in the annual review forms any circumstances which have delayed your progress.** If a scholarship extension is requested, the annual review forms from each year of candidature will be reviewed for documented evidence

in support of your request for an extension. The maximum period of scholarship stipend is 3.5 years.

International students who are in receipt of scholarships, other than the University of Adelaide Scholarships which provide for living allowance, should not apply for scholarship extension on this form. Contact the International student office for advice <http://www.international.adelaide.edu.au/>

INFORMATION FOR POSTGRADUATE STUDENTS IN THE YEAR 4+ COHORT

In some cases, candidature has expired, and so there is no requirement for annual re-enrolment. It is in everyone's interest, however, that students at this stage of the PhD receive guidance and assistance to allow timely completion of their thesis. For this reason, we maintain Postgraduate Advisory Groups for this cohort, and a schedule of meetings to monitor progress and facilitate submission of the thesis.

1. *Postgraduate Advisory Group*

A Postgraduate Advisory Group will continue for each postgraduate student in the Year 4+ cohort, comprising the supervisor(s) and year level postgraduate coordinator. From time to time it may be necessary to augment the membership of the Advisory Group with additional expertise as requested by the student or supervisor(s) or on the advice of the postgraduate coordinator. The Advisory Groups will have specific responsibilities for monitoring progression of each student within the framework of the Postgraduate Program.

The postgraduate coordinator will determine the schedule of meetings of the Postgraduate Advisory Group for each student. There will normally be a meeting during the first 6 months of each year to review the key dates for the projected completion of the thesis, and progress made since the last review. There will be an Annual Review of Progress in the second half of the year. More frequent meetings may be scheduled as required.

3. *Discipline of Physiology Seminar series*

The Discipline of Physiology conducts a seminar series on Wednesday afternoons at 4 pm during each semester in the Numico seminar room, 5th floor Medical School South. The seminar program provides the opportunity for students to see other scientists present their research on topics that cover a broad range of interest to physiologists: from molecular, cellular, and systems levels of investigation of physiological questions relevant to human health and disease.

We encourage and welcome your attendance at the seminars, but understand that you may choose to give this a lower priority at this stage of your candidature. It is recognised that students in the Year 4+ cohort may be writing up their research away from the University, and/or balancing work commitments that make it difficult to attend the seminars.

4. *Visiting Scholars program*

The Visiting Scholars program was introduced in 1997 as an adjunct to the Physiology seminar series. The program provides postgraduates with opportunities to meet with distinguished scholars (mainly but not exclusively physiologists) in an informal environment. It has also become the focus of regular social get-togethers for a group that is spread throughout several institutions (University, Hospitals, IMVS, CSIRO, etc). You are invited to attend these sessions if you wish.

5. *Annual Review of Progress in September-October and scholarship renewal*

The Annual Review of Progress is designed to assess a student's progress and identify and address any difficulties that may be hampering that progress. Students with expired candidature will not receive any Annual Review of Progress forms from the University, but will still have an Annual Review session with the postgraduate coordinator. Further information about the Annual Review of Progress and the forms can be obtained from the Adelaide Graduate Centre website (www.adelaide.edu.au/graduatecentre/review/).

Each student in the Year 4+ cohort will meet their Postgraduate Advisory Group for an Annual Review of Progress, normally during the September-October period prior to October 31. While the postgraduate coordinator will arrange the scheduling of the Annual Review sessions with students, it is the responsibility of the individual student to ensure that they have discussed and completed the relevant sections of the Annual Review form with their supervisor(s) prior to the interview. This should be done even if candidature has expired and the student will not be submitting the forms to Graduate Studies for re-enrolment.

The postgraduate coordinator will also request that the student prepare and bring along other documentation (eg. achievements, dot-point progress reports and plans for the following year including the key dates for the projected completion of the experiments as outlined in the Research Proposal) (see *Physiology Annual Review Information*, available from <http://www.adelaide.edu.au/mbs/current/postgraduates/discipline/>).

Supervisor(s) are asked to indicate (in section B of the Annual Review form) if there has been a change in the direction of the student's research which is likely to lead to the generation of commercially sensitive/viable Intellectual Property. If the "YES" box is ticked, the Adelaide Graduate Centre will request that the student sign the *Student Project Participation Agreement* (SPPA).