PhD 2020 Orientation

A/Prof Luke Smillie (Graduate Student Convenor)
18 March 2019
Acknowledgement of Country

• Take *Billibellary’s Walk* to gain a Wurundjeri perspective

  • “Lying within The University of Melbourne’s built environment are the whispers and songs of the Wurundjeri people”

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<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Presenter</th>
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<tr>
<td>3:00pm</td>
<td>Welcome and overview of the PhD in MSPS</td>
<td>Luke Smillie</td>
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<td>3:30pm</td>
<td>Graduate Researchers in Psychological Sciences</td>
<td>Morgan Weaving</td>
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<td>3:45pm</td>
<td>Break / Q&amp;A</td>
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<td>4:00pm</td>
<td>Occupational Health and Safety</td>
<td>Swaved Marciski</td>
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<td>4:20pm</td>
<td>Library Facilities and Resources</td>
<td>Lindy Cochrane</td>
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<td>4:40pm</td>
<td>Q&amp;A</td>
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<td>5:00pm</td>
<td>End of session</td>
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Overview of the PhD in MSPS

• Key contacts in the school
• Important information...
  • School website and PhD Student Manual
• First year timeline and key steps...
  • Induction checklist
  • Advisory Committee
  • Accessing relevant online forms
  • Preconfirmation form
• Ideal PhD timeline
• Other useful things to note
  • Getting Help
  • Other useful links and documents
• Q&A
A/Prof Luke Smillie
Telephone: 9035 3721
Email: lsmillie@unimelb.edu.au

Responsibilities:
• Selection and organisation of Chair of advisory committee.
• Point of contact for students/supervisors wanting to discuss any concerns about the PhD
• Approval of confirmation and progress reports
• Approval of requests associated with change of candidature (time fraction, study abroad, supervisor addition/removal etc.)
Graduate Research Convenor

A/Prof Daniel Little
Telephone: 8344 3684
Email: daniel.little@unimelb.edu.au

Responsibilities:

• Point of contact for Postgraduate selection and postgraduate scholarship information
• Approval for requests for Postgraduate research funding (conference travel, equipment)
• Point of contact for Fellowship and grant application advice and mentoring
Chair of Examinations

Professor Stephan Bowden
Telephone: 8344 6373
Email: sbowden@unimelb.edu.au

Responsibilities:

• Provide advice to students on the format of thesis submission and examination.
• Approve thesis for submission for examination on advice from Supervisor(s).
• Approve selection of examiners in consultation with Supervisor(s).
• Provide advice to candidate after examiners' reports are received, regarding any corrections or amendments to thesis in accordance with requests from Examiners.
• Approve any required corrections and amendments to thesis.
Research Programs Officer

Mrs. Marianela Delgado-Henriquez
Telephone: 8344 4387
Email: rhd-psych@unimelb.edu.au

Responsibilities:

• Respond to Research Higher Degree enquiries.
• RHD applications school assessment.
• Process Annual Reviews Forms and Confirmation Forms.
• Assist in Funding Request approvals.
• Processing of Research Experience Participation.
• Ethics Application Processing.
• Research and Research Training Committee Executive Officer.
• Much of the important information you will need to consult (and which is referenced in this orientation) can be found on the school website (https://psychologicalsciences.unimelb.edu.au):
This includes the current PhD Student Manual, which has information about such matters as university resources, funding to support conference attendance, and tutoring opportunities:

Important Information

- The student manual provides information regarding the structure, content and submission of work for Postgraduate Research students. This document also explains many of the policies and procedures found within the School.

- Current Student Manual (PDF 1.3 MB)
- Graduate Research Commencement Checklist (PDF 252.3 KB)
- Pre-confirmation template (DOC 226.0 KB)
- Pre-confirmation guideline (DOCX 16.1 KB)
- 1st Year Confirmation Timeline
First year timeline and key steps

1st 3-6 months: consider literature & methodology, identify research question and outline project

CHECKLIST

Schedule pre-confirmation meeting (with your full Advisory Committee) between 3-6 months

PRECONFIRMATION FORM

Candidature must be confirmed by 12 months at which suitability for PhD is determined.

CONFIRMATION

3 months

Once primary and co-supervisors are finalised a committee ‘Chair’ and ‘Super Chair’ needs to be requested (contact Luke Smillie)

SIGN CHECKLIST

6 months

Project question & outline is discussed/approved

12 months

Full literature review and initial data collection presented

Ethics obtained, initial piloting /testing commenced
The ‘Checklist’

The checklist can be completed together with your supervisors and will help you to navigate the first stages of the PhD from induction to confirmation.

You will find the checklist on the school website:
Along with your supervisors, you will be supported by an Advisory Committee who will...

- attend pre-confirmation and then confirmation meetings.
- meet annually to monitor progress.
- implement remedial measures to assist you if they judge you to be at risk of unsatisfactory progress
- recommend an extension to candidature if it is deemed necessary
- mentor you on matters pertaining to the research project and development of the graduate attributes for their qualification as described in the University Handbook
- individually counsel you on matters you may wish to raise in confidence.
The ‘Advisory Committee’

The Advisory Committee must be established ASAP after enrolment (must meet within the first 3-6 months). The committee will consist of:

- **Advisory Committee Chair** – will be appointed by the Graduate Research Coordinator (Luke Smillie) and will convene Advisory Committee meetings. The chair will oversee the progress of candidature including, processes of confirmation, annual progress reviews, and the completion seminar. They will also be available to advise and support the student and their supervisors.

- **Advisory Super Chair** – will be appointed by the Graduate Research Coordinator (Luke Smillie) and will join the committee only for the pre-confirmation and confirmation meetings (year 1). The purpose of the super chair is to help ensure consistency of process across committees within the school. Despite their title, the super chair will not have any super powers.

- **Supervisors of the student**

- **The remaining 1 or 2 positions can be made up** – any staff or honorary appointees of the university that the student and supervisor would like to invite to the committee on account of having expertise that is relevant to the project.

   *Note: additional people can be invited to attend the confirmation or pre-confirmation meetings if desired (e.g., other students in your lab)*
Accessing Relevant Online Forms

Once your Advisory Committee has been established you will need to record the details on a form that can be found in your my.unimelb portal.

Click ‘Study Plan’

Then click ‘Graduate Research’
Accessing Relevant Online Forms

There you will find links that enable you to manage a whole range of processes relating to your PhD, including details of your PhD Advisory Committee.

Further questions can be directed to the Research Programs Officer (Marianela Delgado-Henriquez) via rhd-psych@unimelb.edu.au
You will find the preconfirmation form on the [school website](#). Please complete it and bring it to your preconfirmation. Note that there is also further guidance on the structure and content of the preconfirmation meeting on the website.
Ideal PhD Timeline:

1\textsuperscript{st} year

- Pre-confirmation at 3 months
- Confirmation at 6 months
- Confirmation before end of year 1 at latest!

2\textsuperscript{nd} year

- Data collection/analysis; complete by 2.5 years

3\textsuperscript{rd} year

- Finish by 3 years!

Present at conferences; submit manuscripts for publication

4 years
Other useful things to note

- Student IT: https://studentit.unimelb.edu.au
- The annual MSPS PhD conference (November)
- Connecting with the Research Hubs (talks, events, etc.)
  - Complex Human Data Hub
  - Decision Sciences Hub
  - Ethics and Wellbeing Hub
  - Behaviour Centre for Behaviour Change
  - Clinical Neuroscience Translation Hub
  (see https://psychologicalsciences.unimelb.edu.au/research/hubs)
- Connecting with Graduate Researchers in Psychological Sciences
  (more soon!)
Getting help – a quick guide:

**First port of call**

- Your supervisor
- The school website / PhD Student Manual

**I’m still stuck**

*(my supervisor couldn’t help)*

- Research Programs Officer
  *(rhd-psych@unimelb.edu.au)*

**Actually... my supervisor is the problem I need help with!**

- Your Committee Chair
- The Graduate Research Convenor
Other useful links and documents

MSPS information

https://psychologicalsciences.unimelb.edu.au/study/research-higher-degrees-overview

Relevant Policy Documents

• Supervision of RHD student policy
  https://policy.unimelb.edu.au/MPF1322

• Graduate research candidate policy
  https://policy.unimelb.edu.au/MPF1321

Student Associations

• Graduate Researchers in Psychological Sciences (GRIPS)
  https://psychologicalsciences.unimelb.edu.au/study/current-students/school-societies/grips

• Neuropsychology Student’s Society (NSS)
  https://psychologicalsciences.unimelb.edu.au/study/current-students/school-societies/nss

• Uni Melb Graduate Student Association
  https://gsa.unimelb.edu.au/
Thank you