



<b><u>WELCOMING FROM HEAD OF SCHOOL.....</u></b>	<b><u>4</u></b>
<b><u>.....</u></b>	<b><u>4</u></b>
<b><u>CONTACTS.....</u></b>	<b><u>5</u></b>
GRADUATE RESEARCH WEBSITE .....	5
STOP 1 .....	5
GRADUATE CENTRE.....	5
MELBOURNE SCHOOL OF PSYCHOLOGICAL SCIENCES.....	5
SCHOOL CONTACTS .....	6
RESEARCH COORDINATOR .....	6
RESEARCH CONVENER .....	6
CHAIR OF EXAMINATIONS .....	7
RESEARCH PROGRAMS OFFICER.....	7
<b><u>COURSE INFORMATION .....</u></b>	<b><u>8</u></b>
DOCTOR OF PHILOSOPHY (PHD).....	8
POLICIES AND PROCEDURES .....	8
CHANGE OF CANDIDATURE .....	8
SUPERVISION ROLES .....	9
ADVISORY/CONFIRMATION COMMITTEE .....	9
POSTGRADUATE COURSEWORK SUBJECTS.....	9
MSPS PHD CONFERENCE.....	10
PHD COMPLETION SEMINARS.....	10
<b><u>HUMAN RESEARCH ETHICS .....</u></b>	<b><u>10</u></b>
HUMAN RESEARCH ETHICS COMMITTEE.....	10
PHD TIMELINE CHECKLIST .....	11
THESIS EXAMINATION SYSTEM (TES).....	15
<b><u>MASTER OF PHILOSOPHY (MPHIL) .....</u></b>	<b><u>16</u></b>
<b><u>POLICIES AND PROCEDURES.....</u></b>	<b><u>16</u></b>
TRANSFER TO PHD FROM THE MASTERS BY RESEARCH .....	16
CONDITIONS.....	16
<b><u>RESOURCES .....</u></b>	<b><u>17</u></b>
MELBOURNE SCHOOL OF PSYCHOLOGICAL SCIENCES RESOURCES AND FACILITIES.....	17
CLUBS AND SOCIETIES .....	17
SCHOOL SOCIETIES.....	17
COMMITTEES - STUDENT REPRESENTATION .....	17
THE RESEARCH AND RESEARCH TRAINING COMMITTEE .....	17
COMPUTER LABS IN MELBOURNE SCHOOL OF PSYCHOLOGICAL SCIENCES.....	18
<b>SCHOOL FUNDING SUPPORT.....</b>	<b>19</b>
CONFERENCE SUPPORT .....	19
GRADUATE RESEARCH FUNDING GUIDELINES .....	19

RHD CAREER DEVELOPMENT SUPPORT .....	21
KEYS .....	22
OFFICE SPACE .....	22
GRADUATE COMMON ROOM .....	22
PSYCHOLOGICAL TEST LIBRARY .....	22
TUTORING OPPORTUNITIES IN UNDERGRADUATE SUBJECTS .....	22
THE MELBOURNE SCHOOL OF PSYCHOLOGICAL SCIENCES WEBSITE .....	23

**UNIVERSITY RESOURCES .....** **23**

LIBRARY .....	23
STATISTICAL CONSULTING CENTRE .....	23
COMPUTING FACILITIES - TECHNICAL SUPPORT FOR RESEARCH EQUIPMENT. ....	23
GRADUATE STUDENT ASSOCIATION.....	24
SECURITY (CAMPUS WATCH): .....	24

## Welcoming from Head of School



Dear incoming PhD students,

Welcome to the Melbourne School of Psychological Sciences, or if you are a graduate of the School, welcome to the brave new world of the research higher degree student! Advancing our discipline's knowledge base is a key priority of the School, and as a PhD student you are a vital member of our School and its research effort. We are committed to helping you develop into the next generation of research leaders and will endeavour to support you throughout your research journey, both in your personal and professional development. The PhD can be exciting but also mentally challenging and socially isolating, and your experience will be most rewarding if you engage with the life of the School. Join a lab group, attend our research colloquia (including when they are outside your area), take part in our program of public lectures and debates, participate in career development workshops and summer schools, join Graduate Researchers in Psychological Science (GRiPS), acquire an advanced PhD student mentor, serve on a School committee, or contribute to our tutoring program. Make the most of what we have to offer, for your own enrichment and the enrichment of our School. I look forward to getting to know you as you embark on this big adventure.

With very best wishes,

Sarah Wilson  
Head of School

## Contacts

### Graduate Research Website

The Graduate Research website offers guides for all current graduate researchers with resources and information to get you from orientation through to graduation.

<http://gradresearch.unimelb.edu.au/>

[This should be your first stop for information.](#)

### Stop 1

The main entrance to Stop 1 (Parkville) is on the ground of 757 Swanston Street

**Online:** ask.unimelb and students.unimelb.edu.au

**Email and live chat:** ask.unimelb

**Phone:** 136352

Stop 1 can help you with

#### Administration and Enrolment

Student fees

Planning your subjects

Creating your timetable

Student Cards

Key dates

#### Health and Wellbeing

Safety on campus

Disability and equity services

Counselling

Housing and money

Diversity and inclusion

Faith and spirituality

#### Skills and Opportunities

Career and employability

Work on campus

Studying overseas

Internships and mentoring

Planning your career

### Graduate Centre

Located in the historic 1888 Building, and surrounded by beautifully landscaped gardens, the Graduate Centre provides numerous services and facilities for the use of postgraduate students. These include study rooms equipped with personal computers, meeting rooms, computer laboratories, the multimedia presentation and publishing centre, a café and bar, and seminars and social functions held specifically for postgraduate students. The Graduate Centre houses the School of Graduate Research and the Melbourne Graduate Students Association.

### Melbourne School of Psychological Sciences

Home page <http://psychologicalsciences.unimelb.edu.au/>

Melbourne School of Psychological Sciences at the University of Melbourne is located on Level 12, Redmond Barry Building.

Hours: 9.00am – 1.00pm & 2.00pm to 5.00pm Monday to Friday

To keep informed about upcoming events sign up to the newsletter at

<http://go.unimelb.edu.au/ncn6>

## School Contacts

### Research Coordinator

A/Prof Daniel Little

Telephone: 8344 3684

Email: [daniel.little@unimelb.edu.au](mailto:daniel.little@unimelb.edu.au)

Room 622 of Redmond Barry Building

#### Responsibilities:

- Selection and organisation of Chair of advisory committee.
- Point of contact for students wanting to discuss any concerns about the PhD
- Point of contact for 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.)



### Research Convener

A/Prof Amy Jordan

Telephone: 8344 6357

Email: [ajordan@unimelb.edu.au](mailto:ajordan@unimelb.edu.au)

Room 905 of Redmond Barry Building

#### Responsibilities:

- Point of contact for Postgraduate selection and APA 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](mailto:sbowden@unimelb.edu.au)

Room 818 of Redmond Barry Building

#### 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: [mdelgado@unimelb.edu.au](mailto:mdelgado@unimelb.edu.au)

12<sup>th</sup> floor of Redmond Barry Building

#### 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.



## Course Information

### Doctor of Philosophy (PhD)

The degree of Doctor of Philosophy signifies that the holder has undertaken a substantial piece of original research, which has been conducted and reported by the holder via the thesis, under proper academic supervision and in a research environment for a prescribed period.

The PhD thesis demonstrates authority in the candidate's field and shows evidence of command of knowledge in relevant fields. It shows that the candidate has a thorough grasp of the appropriate methodological techniques and an awareness of their limitations. The thesis makes a distinct contribution to knowledge. Its contribution to knowledge rests on originality of approach and / or interpretation of the findings and, in some cases, the discovery of new facts. The thesis demonstrates an ability to communicate research findings effectively in the professional arena and in an international context. It is a careful, rigorous and sustained piece of work demonstrating that a research 'apprenticeship' is complete and the holder is admitted to the community of scholars in the discipline. In scope, the PhD thesis differs from a research Masters thesis chiefly by its deeper and more comprehensive treatment of the chosen subject. It is written succinctly, in English, unless approval has been given for the thesis to be written in a language other than English. All candidates for the degree will be examined on the basis of their thesis which is examined externally.

PhD course within the Faculty of Medicine, Dentistry and Health Sciences is course code DR-PHILMDH. Students undertaking a PhD in Psychology enrolled in subject PSYC80004. This is a time-based subject that requires a minimal of 40 hours of research per week. Course duration is 4 years full-time, or equivalent part-time.

Throughout their candidature students are expected to attend the University in order to benefit from planning, conducting and writing up their research. All PhD candidates are required to complete a minimum of 12 months full-time research at the University.

### Policies and Procedures

Graduate Research Training Policies can be found at <https://policy.unimelb.edu.au/>

The list includes:

- Graduate Research Training Policy (MPF1321)
- Supervisor Eligibility and Registration Policy (MPF1322)
- Intellectual Property Policy (MPF1320)
- Management of Research Data and Records Policy (MPF1242)
- Research Integrity and Misconduct Policy (MPF1318)
- Courses, Subjects Awards and Program Policy (MPF1327)
- Enrolment and Timetabling Policy (MPF1294)
- Student Conduct Policy (MPF1324)

### Change of Candidature

Any change to your candidature; such as Change of Supervisor, Change of Research Project Details, getting sick or personal circumstances requiring to take Leave of Absence; is done as an application via the Graduate Research website: <https://gradresearch.unimelb.edu.au/being-a-candidate/making-changes>. Once the change of candidature is assessed at the Teaching and Learning Unit at The Faculty of Dentistry and Health Sciences the outcome of change of candidature application is communicated to you via email.



## Supervision roles

All research higher degree students must have at least two supervisors. The primary supervisor and co-supervisor(s). Primary Supervisor must be an appropriately qualified member of the Melbourne School of Psychological Sciences academic staff (with a minimum of 50% responsibility). It is not advised to have any co-supervisor listed as having less than 10% responsibility.

## External supervisors

External Supervisors are not required to complete the supervision training course, but they need to be approved as having right credentials and be approved by Graduate Research. To get external supervisors registered, complete the following steps:

- 1: The student should apply to add a new supervisor via the student portal as per other research candidature variations.
- 2: The application in ISIS should be marked 'endorsed' by both primary supervisor and Head of Department or their nominee.
- 3: The student email the CV, Certification of External supervisor form (completed and signed by the pending external supervisor) to [rhd-psych@unimelb.edu.au](mailto:rhd-psych@unimelb.edu.au)

If External supervisor is approved, Graduate Research will organise the staff ID and advise via email when this has been done.

NB: Please check to see if the proposed external supervisor has previously been a staff member at the University of Melbourne, and advise if this is the case. Also, if they are a current staff member/ honorary/casual status and have an existing staff ID, they cannot be added to the system as an external.

## Advisory/Confirmation Committee

Enrolled PhD candidates must establish a thesis advisory committee within three months of commencement. The committee will oversee Confirmation and will meet regularly throughout a student's candidature to discuss progress. The Advisory committee should comprise at least 3 people including all listed supervisors and the Advisory Committee Chair.

**To be assigned a Chair please email the Graduate Research Convener Assoc. Prof Daniel Little at [daniel.little@unimelb.edu.au](mailto:daniel.little@unimelb.edu.au)**

The Committee has both a formal role in monitoring progress of the research project and an informal role in providing support and advice.

## Postgraduate Coursework Subjects

A candidate may be required to supplement their research program by attendance at, or enrolment in, additional subjects if considered necessary by the supervisor.

Some professional coursework subjects are not available to research students.

Students interested in undertaking a coursework subject must obtain the consent of the relevant subject coordinator and their Principal supervisor.

## MSPS PhD conference

It is expected that all graduate students enrolled through MSPS will attend the annual PhD student conferences. Students that have yet to be confirmed (or have passed confirmation in the last 3 months) or are currently “lapsed in good standing” will not be required to present, however attendance is required from all. Talks will include short talks by 2<sup>nd</sup> and 3<sup>rd</sup> year candidates.

In 2018, a single PhD Conference will be held at the end of the year. This PhD conference will focus on short presentations for students who are post-confirmation in the second and third year. More details about this will be forthcoming toward the beginning of second semester.

This is an opportunity to celebrate the research undertaken by our PhD students and a chance to become acquainted with other students’ research.

## PhD completion seminars

As stipulated by the Graduate Research Training policy (MPF1321), graduate students must present their research findings at a completion seminar prior to submission of the thesis.

For your completion seminar, you should arrange a date and time that works for you, your supervisors, and your panel (and for anyone else you want to invite). You should also organize a room by contacting [enquiry-psych@unimelb.edu.au](mailto:enquiry-psych@unimelb.edu.au). Basically, you’re in charge of setting this up and can do so anytime you like. There is no official additional paperwork for the completion seminar.

Once you’ve organized a time and location for your completion seminar, please email the Graduate Research Coordinator ([daniel.little@unimelb.edu.au](mailto:daniel.little@unimelb.edu.au)) a title, abstract, brief blurb about yourself, and a photo so that we can advertise your completion seminar on the web and in the newsletter, and on some posters around the building. If your research group is part of one of the research hubs, please also flag that fact, so that we can make sure that it is also advertised through those channels.

## Human Research Ethics

### Human Research Ethics Committee

All research conducted by students and staff must conform to the codes of professional conduct established by the profession. Students should be familiar with the Code of Ethics of the Australian Psychological Society, the provisions of the Victorian Psychological Practices Act, and NHMRC guidelines.

All applications for research ethics approval must be reviewed and approved by the School’s Human Ethics Advisory Group (HEAG) in the first instance. Depending on the nature of the research project and the type of application required for submission, some applications must also be considered by the University’s Human Ethics Advisory Committee (HESC) before being granted final approval.

More information about research ethics and integrity at the University of Melbourne can be found on the [Office of Research Ethics and Integrity \(OREI\)](#) web-page and

**The MSPS Application Process can be found at**

<http://psychologicalsciences.unimelb.edu.au/research/research-ethics>

## PhD Timeline Checklist

<p><b>Course Duration:</b> The expected duration of the course is <b>3 years</b> (full time equivalent) If there are documentable and justifiable reasons for delay, extensions may be requested to extend candidature up to an <u>absolute maximum of 4 years</u> (full time equivalent)  <a href="https://policy.unimelb.edu.au/MPF1327">https://policy.unimelb.edu.au/MPF1327</a></p>	
Milestone/ Date	Procedures
Within 3 months of commencement	<p><b>Graduate Research Commencement Checklist</b></p> <p>Complete and sign the Graduate research commencement checklist with your supervisor to make sure that the main aspects of your project and supervisory team are in place.</p> <p>Form can be found at  <a href="http://psychologicalsciences.unimelb.edu.au/study/current-students/student-forms?section=section-5">http://psychologicalsciences.unimelb.edu.au/study/current-students/student-forms?section=section-5</a></p> <p><u>First Year Timeline Schedule:</u>  <a href="http://psychologicalsciences.unimelb.edu.au/_data/assets/pdf_file/0007/2309713/ConfirmationTimeline-and-Info.pdf">http://psychologicalsciences.unimelb.edu.au/_data/assets/pdf_file/0007/2309713/ConfirmationTimeline-and-Info.pdf</a></p>
6 months	<p><b>Pre-Confirmation Session</b>  Including all supervisors &amp; advisory/confirmation committee members</p> <p>At six months of commencing your candidature you are expected to hold your Pre-Confirmation Session. Please note that a pre-confirmation session is compulsory for all research higher degree students at the Faculty of Medicine, Dentistry and Health Sciences.</p> <p>Pre-confirmation is a progress review meeting with your advisory committee, including your supervisors. It is also a good opportunity to:</p> <ul style="list-style-type: none"> <li>• ensure the membership of your advisory committee has been established, if not already established through an induction process</li> <li>• assist you to formulate a framework for your research, and estimate a time for its completion</li> <li>• identify activities of focus in preparation for the confirmation meeting</li> <li>• identify any challenges early on, or if additional skills or training are required (e.g., thesis writing skills training).</li> </ul> <p>About 12 weeks before your Pre-Confirmation date, an email will provide you with a link to the form to complete. The form would be later completed by your Principal Supervisor and Committee Chair.</p>

<p>11-12 months/ By the end of first year</p>	<p><b>Confirmation of PhD Candidature</b> Including all supervisors &amp; advisory/confirmation committee members</p> <ul style="list-style-type: none"> <li>• About 12 weeks before your Pre-Confirmation date, an email will provide you with a link to the form to complete.</li> <li>• Schedule a Pre-Confirmation Meeting</li> <li>• Student is required to complete his/her section of the online form at least five days before the scheduled meeting, attaching any required written work</li> <li>• Committee meeting should be held at the 11-month time point, prior to the due date of the Confirmation of PhD candidature form</li> <li>• Student submit written proposal (4,000-7,000 words) to Committee two weeks prior to Committee meeting</li> <li>• Candidature confirmation Seminar to be held (~25min presentation)</li> <li>• After student complete and submit on-line Confirmation Form, Principal Supervisor and Committee Chair complete comments and recommendation of the session.</li> <li>• Once the Confirmation Form is finalised, student will receive an email with the outcome and a link back to the form to see any comments</li> </ul>
<p>12-36 months/By the end of 3rd year</p>	<p><b>2<sup>nd</sup> and 3<sup>rd</sup> Year Annual Progress Review for PhD Candidates</b> Advisory Committee Meeting and participation in the PhD Student Conference</p> <ul style="list-style-type: none"> <li>• About 12 weeks before your Pre-Confirmation date, an email will provide you with a link to the form to complete</li> <li>• Schedule a Progress Review Meeting</li> <li>• Student Progress meetings should be held 1 month prior to the due date of the Annual Progress Review.</li> <li>• Once your review is finalised, you will receive an email with the outcome and a link back to the form to see any comments</li> <li>• It is a requirement that all PhD students that have confirmed and are within their 2<sup>nd</sup> or 3<sup>rd</sup> year present their work in the PhD student conference</li> </ul>

**Submission of Thesis**

<p>Within 6 months prior to Thesis submission</p>	<p><b>PhD Completion Seminar</b>  All students are required to present their research at a completion seminar prior to submission of the thesis</p> <ul style="list-style-type: none"> <li>• The candidate is to contact all members of the Advisory committee proposing a session date that suits them all.</li> <li>• Once confirmation of an agreed date is received from Advisory Committee members, book a room via email to <a href="mailto:enquiry@unimelb.edu.au">enquiry@unimelb.edu.au</a></li> <li>• Email details of the session, along with a title, abstract, photo, and brief bio to <a href="mailto:daniel.little@unimelb.edu.au">daniel.little@unimelb.edu.au</a> to circulate and invite peers.</li> <li>• Candidate to give a seminar.</li> </ul> <p><b>Final committee Meeting</b></p> <ul style="list-style-type: none"> <li>• At the final progress review meeting, reviews of progress and seminar are required prior to approval given for thesis submission.</li> </ul> <p><b>Preparation and submission of Thesis</b>  <b>Thesis word length</b>  There is no set word length for the PhD thesis; however, there is a maximum word length of 100,000 words.  <a href="http://gradresearch.unimelb.edu.au/preparing-my-thesis/writing-the-thesis">http://gradresearch.unimelb.edu.au/preparing-my-thesis/writing-the-thesis</a></p> <p>This is exclusive of words in tables, tables, maps, bibliographies and appendices. If a student is writing a thesis longer than 100,000 words, permission needs to be sought as detailed in the Handbook.</p> <p>There is no prescribed policy on a minimum word length, and practices do vary across disciplines. The important point is that you need to prepare a document which meets the expected standards of your supervisors, the graduate research committee, and your discipline. With that in mind, a rough guideline is provided by the fact that a PhD thesis should be longer than a Masters thesis, which has a maximum word length of 50,000 words. Hence, a PhD thesis of less than 50,000 words runs the risk of being judged as not ready for PhD examination (but may be suitable for examination of a Master’s by research degree). Consequently, you should aim to produce a thesis which is between 65,000 and 100,000 words.</p> <p>Requirements for theses containing published work are at <a href="http://gradresearch.unimelb.edu.au/preparing-my-thesis/thesis-with-publication">http://gradresearch.unimelb.edu.au/preparing-my-thesis/thesis-with-publication</a></p>
<p>3 months prior to Thesis submission</p>	<p><b>Notice of Intention to Submit Thesis</b></p> <ul style="list-style-type: none"> <li>• Candidate registers intention to submit thesis by logging into the Thesis Examination System (TES).</li> <li>• Candidate is required to submit an 80-word summary of the thesis argument to Graduate Research via online.</li> </ul>

	<ul style="list-style-type: none"> <li>• Further details can be found at <a href="http://gradresearch.unimelb.edu.au/examination/submitting-my-thesis">http://gradresearch.unimelb.edu.au/examination/submitting-my-thesis</a></li> </ul>
2 months prior to Thesis submission	<p>Once you have confirmation from your supervisors that the final version of your thesis is ready for submission, log into <a href="#">TES</a> using Google Chrome. You will be asked to:</p> <ul style="list-style-type: none"> <li>• Confirm that the thesis is your work</li> <li>• Confirm that you have presented a completion seminar</li> <li>• If your thesis contains publications, upload completed <a href="#">Declaration of thesis with publication</a> and <a href="#">Co-author authorisation</a> forms</li> <li>• Provide appropriate <a href="#">Field of Research</a> codes for your research</li> <li>• Upload your thesis as a single file</li> </ul>

### Late submission applications and approvals

Late submission is a period to allow more time to submit which may be granted for up to two calendar years for a PhD. A dean can approve a shorter period. The last date of the period granted is the 'maximum submission date', the date by which the student must submit their thesis. A candidate granted late submission is not enrolled unless there are specific research related reasons to remain enrolled, such as access to laboratories. Such enrolled candidates are subject to the same conditions as a student who is not enrolled and has a defined maximum submission date.

#### Late submissions must be approved by the Dean

The Candidate's advisory committee must submit an application for late submission within 5 business days of the unsatisfactory progress committee's recommendation.

Approval for late submission may only be granted if, in the opinion of the dean, as recommended by the candidate's advisory committee

The candidate has demonstrated sufficient understanding of the research topic to make completion likely and the candidate has provided a credible plan for completion

Any extensions beyond the maximum course duration date will be considered only for research related reasons beyond the candidates' control. These reasons may include:

- (a) delays to ethics approval;
- (b) unexpected change of direction of research due to external or other factors (for example, legislative requirements);
- (c) delays to experimental work;
- (d) delayed access to, or loss of, a research site(s);
- (e) delays in being granted visa approval to travel to another country/countries to access research sites and/or archival repositories;
- (f) delays in accessing archival, museum or other research sites due to delays in getting approval to access such sites;
- (g) loss of data;



- |  |
|--|
| (h) equipment breakdown;<br>(i) loss of access to equipment. |
|--|

### Thesis Examination System (TES).

The University created an on-line examination called Thesis Examination System (TES). Students can access TES via <http://gradresearch.unimelb.edu.au/exams/candidates.html> for the submission of their intention to submit (80-word summary) and thesis.

- Thesis Copy provide an electronic copy of the final thesis for deposit in the University Repository

Please discuss access options to your final thesis in Minerva Access and any reasons for embargo with your supervisors, and reach agreement with them. If you are requesting external embargo or full embargo, you need to select a reason and your principal supervisor will confirm your choice. If one party requests the thesis be made open immediately and the other requests an embargo, then an embargo of two years will be applied. **Please submit the completed Open Access form as soon as possible by return email.**

If your thesis contains third-party copyright material, you must gain permission to include this in your thesis. Where some content in the thesis cannot be made openly available due to third-party copyright, confidentiality, privacy, intellectual property, or similar reasons, you must provide a second copy of your final thesis with any potentially infringing content redacted from it, and this redacted copy will be available in the repository. Please note that the full copy of your examined thesis, with any revisions, must also be submitted to the repository, although only the redacted version will be published.

Further information is available on the Graduate Research Hub, please visit: <http://gradresearch.unimelb.edu.au/examination/my-thesis-in-the-library>.

## Master of Philosophy (MPhil)

The MPhil is an internationally recognized masters course (by research) degree. It is designed for students to develop advanced skills in carrying out independent and sustained research. The thesis demonstrates a critical application of specialist knowledge and makes an independent contribution to existing scholarship within the area of research.

The normal period of candidature is 18 months for full-time candidates.

## Policies and Procedures

A range of University policies and procedures apply to students enrolled in Higher Degrees by Research. The full university policy library can be found at <https://policy.unimelb.edu.au>

Graduate Research Training Policies can be found at <https://policy.unimelb.edu.au/>

The list includes:

- Graduate Research Training Policy (MPF1321)
- Supervisor Eligibility and Registration Policy (MPF1322)
- Intellectual Property Policy (MPF1320)
- Management of Research Data and Records Policy (MPF1242)
- Research Integrity and Misconduct Policy (MPF1318)
- Student Conduct Policy (MPF1324)

## Transfer to PhD from the Masters by Research

If you're currently enrolled in a Masters (by Research), a Master of Philosophy (MPil) or another doctorate, you can apply to transfer your degree to a PhD

### Conditions

It's best that you apply within the first six to 12 months of candidature.

Whenever you transfer from one graduate research degree to another, it is considered a continuation of your studies, and any candidature time you have already completed will be credited in your new course.

Approval is required from your supervisors, the head of department and the dean of your faculty.

Application to apply for research higher degree course transfer is done through your Student Portal.

## Resources

### Melbourne School of Psychological Sciences Resources and Facilities

#### Clubs and Societies

There are over 150 student clubs and societies representing all interests and activities. Whether you want to share common interests or hobbies, voice ideas, engage in debates or just socialise, there's an extensive range of clubs for you to join.

<https://umsu.unimelb.edu.au/getinvolved/clubs/>

#### School Societies

A number of societies in the School are run either by students or research groups, set up with the aim to provide a support network for particular groups of students.

- Graduate Researchers in Psychological Sciences (GRIPS)
- Neuropsychology Students' Society
- Melbourne University Psychology Association

#### *Graduate Researchers in Psychological Sciences (GRIPS)*

GRIPS is a vibrant group that runs seminars and social events for our research higher degree students. The group aims to build a network of research students in the department, and to help develop research skills.

<http://psychologicalsciences.unimelb.edu.au/study/current-students/school-societies/grips>

For further information about how you can get involved, email [grips.msps@gmail.com](mailto:grips.msps@gmail.com)

#### *Neuropsychology Students Society (NSS)*

The NSS is an independent, not for profit, student-run society operating out of the University of Melbourne. We have three broad aims:

1. to provide members with a regular forum for academic and professional development,
2. to foster discussion of broader philosophical and practical issues within the field of neuropsychology,
3. to promote socialising and networking amongst members across Melbourne.

Our activities are designed to cater to the needs of clinical neuropsychology postgraduates from a wide variety of institutions but undergraduates and early career clinicians also attend. We are proud to offer free membership as well as free or low cost entry to our events.

<http://psychologicalsciences.unimelb.edu.au/study/current-students/school-societies/nuss>

#### Committees - Student Representation

Students are offered the opportunity to participate in committees that are relevant to the graduate programs. Students will be given the opportunity to elect representatives to each of the following committees:

#### The Research and Research Training Committee

One student representative from the research programs. The Committee meets monthly.

## Computer Labs in Melbourne School of Psychological Sciences

Postgraduate Computer Lab is located in Room 1009 (10th Floor, Redmond Barry Building)

Approved access is by your student card. The computer lab has windows and mac machines. Software includes Microsoft Word, SPSS, Excel, Email, web access.

Students are expected to provide their own USB drives, disks and other consumables. Printing facilities are also provided, with each student automatically allocated a printing allowance of 750 sides.

Printing account details and balance will be displayed on the desktop when a student logs onto a University computer in one of the computer labs. Students may purchase extra printing or photocopy credit at 10 cents per page from the 12<sup>th</sup> floor reception desk.

6th Floor Lab, Room 617

A small laboratory on the 6th floor (10 PCs) is available for subject testing and may be booked.

## School Funding Support

### Conference Support

Melbourne School of Psychological Sciences makes small grants to Research Higher Degree students (Master by Research, PhD and MPsych/PhD) to assist them in attending local or overseas conferences.

Funding may only be granted to research candidates who have passed the Confirmation process.

Each student is eligible for support for **one** conference per year, where he or she is presenting a paper.

No funding is approved while Candidate is on Leave of Absence.

Grants up to the following amounts are given on approval by the Chair of the Research and Research Training Committee.

Melbourne Conference	maximum of \$100
Interstate Conference	maximum of \$300
Overseas Conference	maximum of \$500

Part-time students are eligible for funding on a pro-rata basis.

Applications for conference grants must include documentation from the organiser acknowledging acceptance of a paper and confirmation of conference attendance.

To apply, send an email request with the heading Conference funding request to [rhd-psych@unimelb.edu.au](mailto:rhd-psych@unimelb.edu.au) and provide your name, your student ID, the amount you are applying for and electronic copy of supporting documentation.

Response to the application will be communicated via email.

### Graduate Research Funding Guidelines

The Melbourne School of Psychological Sciences has limited funds to support high quality graduate research. Research Higher Degree candidates (PhD, MPhil and MPsych/PhD) and their supervisors may submit a request for research funds to the Research and Research Training Committee.

It is expected that graduate student projects will fall within the research programs of their academic supervisors and it is anticipated that graduate students will have access to research facilities developed by them. It is expected that academic staff who have grant funds will use those funds to support student projects that fall within the purview of their grant research. Students and staff should bear in mind the above constraints when discussing the feasibility of projects.

*Funding may only be granted to research candidates who have passed the Confirmation process and can demonstrate they have discussed their research budget with the Confirmation Committee.*

It should be noted that only core research necessities can be requested; that is, those materials that are absolutely necessary for undertaking research (e.g., the cost of printing

questionnaires etc). Non-core research requests (e.g., obtaining books via inter-library loan, data entry, travel costs associated with data collection, field-work related expenses, training etc.) will not normally be funded. Some audio, video and other technical equipment is available for loan (contact the University's IT support for advice on what may be available).

The University's technical services group offers limited computer programming support. Requests for support should be costed and submitted to the Research and Research Training Committee for review in the same way as other research funding requests. Although some test consumables, such as scoring sheets, may be approved for purchase, no new tests or new equipment will be purchased for student use. Written approval is required before any funds can be committed for any student research-related items or activities.

Please note that all software purchases must be made by the school on behalf of the student.

When submitting a funding submission it is preferable to include all anticipated future funding requirements in the one application, rather than submitting multiple funding requests.

***Research funding applications should include the following:***

1. Student name, ID number, contact details and course code.
2. All supervisor contact details.
3. The total amount of funding requested.
4. A brief description of the project (approximately 500 words max.)
5. A list of itemised costs (or estimates) for which support is requested.
6. Justification of the budget – why the funded item is vital to the research project.
7. The location of the project: where it is to be conducted (department, hospital, other research institutes, and weighting (e.g., 50% department, 50% hospital).
8. How the project fits into the on-going programs of research conducted at the location and/or by the supervisor/s (e.g., a stand-alone project, an ARC/NHMRC funded project, a hospital funded project). This should be prepared with the supervisor's input, and it will be assumed that the supervisor has been consulted on this matter.
9. If the request is for funding to purchase test materials, please contact the publisher to ascertain if a student discount is available. If so, quote the full price and the discounted price in the funding application.
10. The request should be endorsed by the supervisor(s) or Advisory Committee Chair.
11. Funding applications should be submitted via email with the heading funding request to [rhd-psych@unimelb.edu.au](mailto:rhd-psych@unimelb.edu.au) and provide electronic copy of supporting documentation (if relevant) for consideration by the Chair of the Research and Research Training Committee.
12. No funding is approved while Candidate is on Leave of Absence.



## RHD Career Development Support

The RHD Career Development Support Scheme provides research students (PhD and MPsych/PhD) who are close to completion of their degree the opportunity to meet with researchers and/or employers in their field and possibly attend a major international conference to present their thesis work. The scheme is available to students who have shown evidence of a commitment to a research career as described below. The scheme will fund a substantial percentage of the airfare up to a maximum of \$2,500 and possibly a conference registration fee.

### Eligibility

The scheme is open to all enrolled full-time and part-time PhD and MPsych/PhD students in the School. Students may apply to the school's Small Conference Grant Scheme and the Special Career Support Schemes in the same year, but the maximum support available for both schemes is limited to \$2,500 in any one year.

### Requirements

1. An application may be made within 12 months of anticipated thesis submission (i.e., after 24 months of full-time equivalent enrolment). Applications for funding must demonstrate substantial progress towards completion of the thesis. A letter of support from the applicant's supervisor confirming the anticipated submission date is required.
2. Students must show evidence of serious commitment to a career in psychological research, which may take the form of (a) one or more first author refereed research publications or manuscripts submitted for publication, and (b) one or more first author refereed conference abstracts. The publications must form a substantial part of the applicant's thesis.
3. Students must make a written application to the Research and Research Training Committee. The application must contain the location, dates of meetings and an itemised account of the cost of the trip. If attending a conference, proof of acceptance of the presentation is required. Applicants are expected to describe why the designated conference is the meeting of choice, and provide details of academic visits to be made during the trip. Academic visits should comprise the major part of the program. Visits should involve spending several days (or longer) with a laboratory group of a researcher, or a formal research presentation as part of a potential job application. A short meeting with a researcher will not by itself constitute a major part of the program. A description of the program of academic visits should be included with the application, together with evidence of an invitation to visit. As noted above, a letter of support from an applicant's supervisor must accompany the application, together with a letter or letters of support from the institution(s) to be visited. Applications should explain clearly how the visit will lead to career development (e.g., a postdoctoral fellowship or a faculty position).
4. Support will be determined on a competitive basis, with preference given to applications in which there is a strong track record of academic achievement during the applicant's higher degree candidature.
5. Applications should include evidence of:
  - a. Completion of the research component of the degree.
  - b. Research productivity, as indicated by refereed journal articles and book chapters.
  - c. Conference presentations, invited talks, or external research funds gained.
  - d. Awards or prizes for excellence in research.

- e. A written invitation to visit a researcher or laboratory at the time of the conference.
  - f. A detailed account of how the visit is likely to enhance the research career of the applicant.
6. A copy of the application, addressed to the Chair of the Research and Research Training Committee, should be submitted via email to [rhd-psych@unimelb.edu.au](mailto:rhd-psych@unimelb.edu.au)
  7. A 500-word report describing activities undertaken during the trip must be submitted to the School within 28 days of return. This report will be published on the School website. The report should focus on how the visit contributed in a direct way to the student's career prospects. The student is also required to give a brief public presentation at an appropriate departmental forum.
  8. Successful applicants may also be requested to provide a short oral (10-15 minute) colloquium presentation as part of the regular semesterly MSPS RHD student colloquium.
  9. Only **one** Career Award per student will be funded under this scheme.
  10. No funding will be approved while Candidate is on Leave of Absence.

### Keys

Students can obtain office or lab keys for the duration of their course by completing the online 'Hire of Keys' form which must be approved by their supervisor (or Stream Convener). A fully refundable deposit of \$30 is also required.

### Office Space

Office space is allocated according to a hierarchy of needs. Research Higher Degree students are given priority and are usually allocated a shared office space either in their supervisor's lab or with other research students. Part-time students and students whose candidature has lapsed will not be allocated office space. Any student requiring access to office space must complete the 'Student Office Space Request' online form

<http://psychologicalsciences.unimelb.edu.au/study/research-higher-degrees-overview>

### Graduate Common Room

Location: Room 1010, 10th Floor, Redmond Barry Building.

All postgraduate students are encouraged to use the Graduate Common Room. The Common Room provides chairs and tables, desks and lockers. Students may also make casual classroom bookings for meetings, study groups, testing of subjects etc.

### Psychological Test Library

The school has a large library of psychological tests and materials, available to support the research activities of both staff and students.

To request a test, send an email request and c.c.: your Principal Supervisor or Dr Angie Jackman for Neuropsychology students for approval to use the test. Note that psychological tests are for learning activities and familiarisation and not to be administered.

Email: [Enquiry-psych@unimelb.edu.au](mailto:Enquiry-psych@unimelb.edu.au)

### Tutoring Opportunities in Undergraduate Subjects

There are paid opportunities to undertake tutoring for students at the undergraduate level. These opportunities are open for application from all postgraduate students within the Melbourne School of Psychological Sciences. As most tutoring involves running undergraduate laboratory classes, consulting and marking, it provides students with valuable experience in dealing with small groups.

Students should apply before each semester for tutoring positions when expressions of interest are sought.

For further information please contact the Tutor Coordinator, Mr. Geoffrey Saw,  
Email: [gtsaw@student.unimelb.edu.au](mailto:gtsaw@student.unimelb.edu.au)

### **The Melbourne School of Psychological Sciences Website**

<http://psychologicalsciences.unimelb.edu.au/>

Psychological Sciences is continually updating its website. Some of the important information that can be found on the website includes:

- PhD Manual
- Ethics Information
- Staff Research Profiles
- Research Experience Program

## **University Resources**

### **Library**

The University of Melbourne library is one of the oldest and largest academic libraries in Australia. The collections housed at 22 branches cover all the subjects taught at the University. You will have access to 3.5 million books, journals, electronic resources, maps, music scores, audio and video recordings, rare books, archival records and other resources for research. Library staff provides guidance to the collections and run courses in study skills to help you make the best use of the Library's resources. See

<http://library.unimelb.edu.au/>

Tania Celeste and Patrick Condron are the new contacts for Psychological Sciences. Their contact details are:

Tania Celeste (Learning & Teaching) [tceleste@unimelb.edu.au](mailto:tceleste@unimelb.edu.au)

Patrick Condron (Research) [p.condron@unimelb.edu.au](mailto:p.condron@unimelb.edu.au)

### **Statistical Consulting Centre**

Tel: +61 3 8344 6995

See: <http://www.scc.ms.unimelb.edu.au/>

### **Computing Facilities - Technical Support for Research Equipment.**

IT requirements are supported by the University's Information Technology Services. Requests can be made through: <https://its.unimelb.edu.au/> or Tel: 834 430888

Major software and equipment developments will not be undertaken directly for student research. Student research projects should make use of facilities already existing in the supervisors' laboratory or research arsenal or check the list of software accessible to students in libraries as well as to their personal computer at

<http://studentit.unimelb.edu.au/study/software-locations#downloadable-software>

Information on computer facilities on-campus check <http://www.studentit.unimelb.edu.au/>

### **Graduate Student Association**

The Graduate Student Association (GSA) represents the interests of all postgraduate students at the University. GSA aims to enhance the quality of postgraduate students' academic experience and foster the growth of a community of enquiring scholars. GSA does this through a range of social and other student support activities.

See: <http://www.gsa.unimelb.edu.au/>

### **Security (Campus watch):**

Promotes personal safety and theft prevention. Security Escort service from campus buildings to the nearest local public transport point.

[http://www.pcs.unimelb.edu.au/services\\_and\\_requests/security\\_and\\_access/personal\\_safety.html](http://www.pcs.unimelb.edu.au/services_and_requests/security_and_access/personal_safety.html)

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