

**SCHOOL OF MEDICINE
Lodgement Slip**

**Application for Conversion from other Research Higher Degree of the
School of Medicine (Master of Medicine, Master of Primary Health
Care or Master of Surgery) to the Degree of Doctor of Medical Science.**

Step 1: Lodge application with the proposed Department

**Lodge this slip with the Research Higher Degrees Officer
Step 2: Address: MDHS Student Centre, Ground Floor, Medical Building
The University of Melbourne VIC 3010 Fax: 03 9347 7084**

Title: Family Name: DOB: / /

Given Name(s) : Gender: M / F

Address:

Suburb: State: Postcode:

Phone :

Email :

Current University of Melbourne Student Number:

Department:

Enrolment Status: Full time Part time

Supervisor/s:

Date Lodged with the Department: / /

Lodged with: Postgraduate Co-ordinator

Department Office

Supervisor

Name of person lodged with: _____



THE UNIVERSITY OF
MELBOURNE

School of Medicine

Application for Conversion from other Research Higher Degrees of the School of Medicine to the degree of Doctor of Medical Science.

To be completed by current University of Melbourne candidates wishing to convert from Masters (by Research) or other doctorates to DMedSc.

Note that applicants must fulfill the entry requirements for the DMedSc for conversion to be approved. DMedSc entry requirements are detailed on this website: http://www.medicine.unimelb.edu.au/future/md_research.html

Please lodge the application with your Department (e.g. Postgraduate Co-ordinator) and return the Notification of Lodgement slip to the MDHS Student Centre.

The University's privacy statement can be viewed at <http://www.unimelb.edu.au/unisec/privacy/studentinfo.html>

APPLICANT SECTION

Personal Details

Title: Family Name: DOB: / /

Given Name(s) : Gender: M / F

Address:

Suburb: State: Postcode:

(Please update your address on the Student Information System at <https://sis.unimelb.edu.au/> if it changes)

Phone: Home: Mobile:

Fax: Email:

Current University of Melbourne student number:

Residency Status

Are you: an Australian Citizen a New Zealand Citizen a Permanent Resident of Australia
 an International Student

Application Details

1. Degree applying for: DMedSc Current degree enrolled in:

2. Department(s):

3. Enrolment Status: Full time Part time

4. Title of research project

FOR OFFICE USE ONLY (MDHS STUDENT CENTRE)

Candidature dates:

Supervisor(s):

Conditions:

Comments:

Faculty approval: Date:

Tertiary Qualifications

5. Please provide below details of all tertiary courses in which you have been enrolled. Include both complete and incomplete courses. Attach original or certified copies (with official signature and stamp) of all transcripts provided by institutions other than the University of Melbourne - refer to the checklist for details. Transcripts must be accompanied by a numerical key to the grading system used (e.g. the University of Melbourne grading system: H1 = 80-100%, H2A = 75-79%, H2B = 70-74%, H3 = 65-69%, P = 50-64%.) For completed courses, a statement that the course has been completed must appear on the transcript. Documents not in English must be accompanied by an official, certified translation.

Name of course:	Grade awarded: (if applicable)	Name of institution:	Course length: (number of years of full time study normally required to complete the course)	Completion date: (or write 'incomplete' and give last date of enrolment)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

6. Details of current enrolment:

Commencement date: / / Status at commencement: Full time Part time

Exact dates and details of any Leave of Absence:

Exact dates and details of any variation in status between full time and part time:

Research Experience

7. Have you ever submitted a thesis towards any of your qualifications listed above? Yes No

8. If you have completed a Masters degree, what percentage of the course was research (eg: thesis component)

Name of course Percentage research %

Name of course Percentage research %

Are the examiners' reports from your Masters degree available? Yes No

If yes, please attach a copy of the examiners' reports.

9. Excluding your current enrolment, briefly describe any research (eg: thesis, research project, subject/s) you completed **as part of your tertiary studies**. Please only provide details of research completed at the fourth year level or higher.

10. In the last five years, have you gained any research experience that is relevant to your proposed research project through employment? Yes No

If yes, please give details:

11. Has your work been published in a refereed journal? Yes No If yes, please give details:

Date:	Title of article:	Pages:	Full author list (as listed in journal):	Name of journal/publisher:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Intellectual Property

12. Please tick to indicate that you have read and understood the information sheet "IP Rights and Responsibilities: Information for Prospective Research Students"* (enclosed with this form)

*For copies of the information sheet, see <http://www.research.unimelb.edu.au/ridg/ip/> Yes

13. Will your proposed research project be supported by a research grant or studentship or research contract with an outside party? (e.g. where a research agency, company or government department is funding or part-funding the project under an agreement with the University)?

If you are in doubt/not sure, please discuss with your primary supervisor. Yes No Not sure

If you will be working on a project that is the subject of an agreement between the University and an outside party, the project IP will be owned by the University. This will not affect your studies or thesis examination. If the University commercialises or benefits from the commercialisation of the IP, you will share any net proceeds of commercialisation (along with any other University creators of that IP). For further information about your IP rights and responsibilities, see <http://www.research.unimelb.edu.au/ridg/ip/>

14. If you are based at an approved outside institution* e.g. a medical research institute, the CSIRO etc. have you signed that institution's agreement covering intellectual property? N/A Yes No

(*see <http://www.gradstudies.unimelb.edu.au/phd/enrolcandid/phd/bk/appendixa/outside.html>)

If you have not signed the agreement, please consult your primary supervisor.

Ethics Clearance

15. Will you require ethics approval for the use of animals or humans in your research project? Yes No

Commitment of Applicant

16. Please outline below all employment commitments you expect to have during your candidature:

A full time candidate may undertake paid part time employment. The University of Melbourne does not stipulate the maximum hours to be worked, but recommends as a guide that more than six hours per week on average would be undesirable.

Name of employer:

Address at which you will be employed:

Position title: Hours of employment each week:

Brief outline of duties:

17. Give details of how you propose to fund your participation in this course. Include details of any **scholarships** or research grants currently held or applied for:

18. Are you able to devote adequate time to complete the proposed research project and to interact satisfactorily with the supervisor(s) and Department(s)? (A full time student would be expected to devote at least forty hours per week and a part time student about half of this.) Yes No

Comments:

19. Will you be able to meet the University's residency requirement? (8 months full time; 12 months part time from commencement) Refer to Supervisor Section, Q11.

Yes No

Applicant's Comments

20. How often do you consult with your supervisor(s)?

Daily Weekly Monthly Other _____

21. Have there been any interruptions to your supervision?

Yes No

Please elaborate:

22. Have there been any difficulties affecting the progress of your work?

Yes No

Please elaborate:

23. Would you like additional help in the areas of language/writing/communication skills?

Yes No

Please elaborate:

24. Do you anticipate any difficulties completing in the allowed time?

Yes No

If yes, what factors (including employment of other commitments) are likely to delay completion?

English Language Proficiency (to be completed by all applicants)

Please refer to the admissions website for the latest information on the University's English language requirements including required IELTS and TOEFL scores: <http://www.futurestudents.unimelb.edu.au/courses/pgenglishreq.html>

25. Please tick the box that indicates how you have satisfied English language requirements for admission to the University. **Please provide documentary evidence.**

In an institution where English is the language of instruction and assessment for the entire institution, satisfactorily completing either; at least the first year of a tertiary course within the last two years; OR at least a two year tertiary degree within the last five years

Satisfactorily completed the final two years of study in an approved secondary school with English as the medium of instruction and gained a pass in English in the final year

Satisfactorily completed GCE 'A' levels and attained a grade of C or better in the General Paper.

Satisfactorily completed secondary studies in a country where **English is the official language** and gained a satisfactory pass in final year English (applicants from countries with more than one official language may be required to undertake an IELTS or TOEFL test – see below).

Undertaken the American Test of English as a Foreign Language (**TOEFL**), including the Test of Written English (or the essay writing component in computer-based testing) in the 24 months preceding application, and obtained scores as prescribed by the relevant faculty.

Score obtained: Written component: Date of test: / /
month year

Undertaken the International English Language Testing System (**IELTS**) in the 24 months preceding application and obtained scores as prescribed by the relevant faculty.

Score obtained: Written component: Date of test: / /
day month year

Please note that only original IELTS or TOEFL results will be accepted.

- Undertaken English studies equivalent to the above. Please provide details for consideration by the Chair of the Research Higher Degrees Committee:

Minimum English test results required*:

TOEFL: TWE: Computer TOEFL: Essay Writing: IELTS:

* some faculties may require higher scores.

PERIOD OF CANDIDATURE (please read carefully)

Please note that the date of commencement of your DMedSc will be backdated to the date of commencement of your Masters or other doctoral candidature. Normally students who convert from Masters to DMedSc candidature are expected to have completed an initial progress review. Therefore, it is important that the following progress review procedure is completed prior to applying to convert.

PROGRESS PROCEDURE

Progress checks offer the department the opportunity to determine whether or not work to date on the research proposal indicates a strong likelihood that it will result in a high quality DMedSc thesis, completed in the required time. The purposes of progress checks are to:

- assess progress to date and the academic preparedness of the candidate to complete,
- determine whether the candidate has developed a clearly defined, coherent and feasible research project and contribute suggestions for its successful completion,
- determine that any specific requirements for candidature have been met,
- provide an opportunity for the candidate to demonstrate written and oral presentation skills appropriate to DMedSc level study, and
- publicly acknowledge a major milestone in the project and inform others about the research project.

The Progress Committee

A progress committee of three or more persons is nominated for each candidate by the Head of Department, who will also nominate the Chairperson. The committee will comprise the supervisor(s), other academic members of staff and external persons (as appropriate). The Head of Department will advise candidates of the composition of their Progress Committee.

Progress Process

For conversion of candidature, each candidate is required to:

- (i) prepare a written proposal of at least 3,000, depending on Departmental requirements (guidelines for the format of the proposal are outlined below),
- (ii) make an oral presentation on the project of 20 – 30 minutes duration (allowing time for questions) in a departmental postgraduate seminar or similar forum,
- (iii) verbally defend the proposed research project with the Progress Committee. During the defence, the Progress Committee will assess the feasibility and resource requirements of the proposed project and offer suggestions towards its successful completion, and
- (iv) have met any special requirements noted at enrolment and necessary for continued good progress.

Candidates should note that the Progress Committee (or similar such as an Advisory Committee) may be utilised throughout candidature, as appropriate, to assist the candidate with progress.

Please submit a report to your department on your proposed program of research. The report should be at least 3,000 words. Check with your supervisor or the Postgraduate Co-ordinator in your department for specific departmental requirements for progress. The content and structure will vary across disciplines but should include:

- I. **a concise statement of the research question(s) (attach copy to this form),**
- II. a critical summary and analysis of relevant literature,
- III. as appropriate to the discipline of study, an explanation of the conceptual framework to be used and/or a summary of experimental methods and equipment requirements,
- IV. a summary of progress to date including preliminary data, resources developed etc.,
- V. an argument for the relevance and importance of the study,
- VI. **a proposed schedule and timeline for the phases of the study, including a date for submission, which should be on or before the date determined by MDHS (attach copy to this form),**
- VII. a brief bibliography, and
- VIII. a list of publications produced or presentations made during probationary candidature,
- IX. if applicable, a fieldwork plan and budget.

Please attach to this form only the following sections of your report: (I) the concise statement of the research question(s) and (VI) the proposed schedule and timeline for the phases of the study, including a date for submission. Do not submit the whole report to the MDHS Student Centre.

SELF ASSESSMENT OF SKILL DEVELOPMENT

The table below lists the attributes the University of Melbourne expects its doctoral graduates to have on completion of their studies. It is expected that as students proceed through their candidature they will improve their skills in these areas. You are invited to complete the table as a self-assessment exercise prior to discussion with your supervisor(s). Your responses are a means by which you can discuss further skill development and design a development plan if necessary. Your responses will not be used in the assessment of your thesis. Please use the final column to indicate any areas you wish to discuss with your supervisor(s).

Attributes of the Doctoral Graduate	Level of Confidence					My confidence in this area has grown during the past year (Yes/No)	I would like to discuss with supervisor(s)
	Not confident at all	A little confident	Reasonably confident	Confident	Highly confident		
An advanced ability to initiate research and to formulate viable research questions							
A demonstrated capacity to design, conduct and report sustained and original research							
The capacity to contextualise research within an international corpus of specialist knowledge							
An advanced ability to evaluate and synthesize research-based and scholarly literature							
An advanced understanding of key disciplinary and multi-disciplinary norms and perspectives relevant to the field							
Highly developed problem-solving abilities and flexibility of approach							
The ability to analyse critically within and across a changing disciplinary environment							
The capacity to disseminate the results of research and scholarship by oral and written communication to a variety of audiences							
The capacity to cooperate with and respect the contributions of fellow researchers and scholars							
A profound respect for truth and intellectual integrity, and for the ethics of research and scholarship							
An advanced facility in the management of information, including the application of computer systems and software where appropriate to my field of study							
An understanding of the relevance and value of my research to national and international communities of scholars and collaborators							
(if applicable to your research) An awareness where appropriate of issues related to intellectual property management and the commercialisation of innovation							
(if applicable to your research) An ability to formulate applications to relevant agencies, such as funding bodies and ethics committees							

Please use this self-assessment exercise to discuss a development plan, if necessary, with your supervisor(s) and include this with your Report on Research Program. In formulating your development plan the MDHS Student Centre invites you to consider the MSGR *UpSkills Program* that offers seminars, workshops and more substantial short courses. Refer to the program on: <http://www.gradresearch.unimelb.edu.au/programs/skills/>

Checklist

A certified copy is a photocopy of the original document which has the signature and official stamp of one of the following people: Barrister or Solicitor, Police in Charge of Station, pharmacist, Doctor, Dentist, Principal of School, Justice of the Peace, Clerk of Court, indicating that they have sighted the original document. The signature and stamp must appear on every page of the document. **A photocopy of a certified copy is not acceptable.**

The following documents are attached:

- Original or certified copies of transcripts for institutions other than the University of Melbourne. Please retain original transcripts if you only have one set (Refer to Q5).
- Original IELTS or TOEFL/TWE certificate (if applicable) to meet English language requirements. (Refer to Q25)
- From your progress report: the concise statement of the research question(s); and the proposed schedule and timeline for the phases of the study, including a date for submission.

DO NOT SIGN THIS REPORT UNTIL AFTER YOUR PROGRESS COMMITTEE MEETING

I DECLARE that the information I have submitted with this application is a true and complete record of all tertiary courses I have undertaken at every university and tertiary educational institution I have attended and I hereby **AUTHORISE** the University of Melbourne to make enquiries of, and to obtain official records from, any university or tertiary educational institution concerning my current or previous attendance which, in its absolute discretion, it believes are necessary to be made or obtained.

I ACKNOWLEDGE that my failure to disclose my true and complete tertiary academic record, the provision of incorrect information or the withholding of relevant information, may result in my being excluded from the University. I acknowledge that all documentation supplied with this application will remain the property of the University of Melbourne.

I have witnessed the signatures of my supervisors and Progress Committee, and I also confirm that I have complied with the University's Code of Conduct for Research (see <http://www.unimelb.edu.au/Statutes/r171r8.html>). I give my approval for release of information about my progress to my sponsor (if applicable).

Signature: _____

Date: _____

**Please lodge this application form with your Department (e.g. Postgraduate Coordinator).
Please lodge with the administering Department where there is more than one.**

It is recommended that you keep a copy of your application.

**Complete the Notification of Lodgement slip and return it to the Faculty of MDHS Student Centre.
On receipt of this slip, the MDHS Student Centre will monitor the progress of your application.**

SUPERVISOR SECTION

It is the responsibility of each Department to ensure that the number of supervisions for which a staff member is responsible does not exceed the recommended maximum of seven equivalent full time (EFT) students (including Honours students).

Please note that a candidate for the degree of Doctor of Medical Science may not be a supervisor of any other candidate for the degree of Doctor of Medical Science.

1. Supervision Arrangements

Please indicate which of the following arrangements are proposed for the management of candidature for this applicant:

In addition to the principal supervisor, at least one co-supervisor/adviser will be appointed for the duration of candidature:

Yes No

Or

In addition to the principal supervisor, a supervision committee/panel will be in place for the duration of candidature:

Yes No

Or

Sole supervision. Please give reasons and details of provision for supervision during the supervisor's absence: (Note: a statement that an alternative supervisor will be found is insufficient):

2. Supervisor(s) Nominated (to be completed by each supervisor, beginning with principal supervisor). **Note that where an applicant is to be based at an outside institution, the Head of the institution will also be required to approve the application.**

									Supervision details:					
									Number of equivalent full time (EFT) students currently supervising					
Title:	First name:	Surname:	Tenure or contract end date*:	Uni Melb Staff ID:	Hons	PG Dip or equiv.	Masters	DMedSc/ PhD						
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Address for correspondence if not located in department:

Name: <input type="text"/>	Address: <input type="text"/>
Name: <input type="text"/>	Address: <input type="text"/>

*Describe below arrangements for carrying on supervision in the event of a supervisor's position not being renewed before the completion of the candidature, including the names of potential alternative supervisors:

3. Supervisory Experience (to be completed by each supervisor, beginning with principal supervisor).

- | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>(a) Have you supervised at least two RHD students to successful completion in the last five years?</p> <p>Principal Supervisor: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Co Supervisor: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Co Supervisor: Yes <input type="checkbox"/> No <input type="checkbox"/></p> | <p>(b) Have you attended any supervisory training courses in the last five years?</p> <p>Principal Supervisor: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Co Supervisor: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Co Supervisor: Yes <input type="checkbox"/> No <input type="checkbox"/></p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

4. External Supervisors (to be completed by external nominee)

If an individual who is not a University of Melbourne staff member has been nominated as a co-supervisor, please ask her/him to supply the following information and attach a C.V. for approval by the Chair of the Research Higher Degrees Committee.

- (a) Name:
- (b) Are you willing to supervise under the University's "Principles for supervision of Research Degrees" and "Code of Conduct for Research"? Yes No
- (c) C.V. attached? Yes No

Criteria for Assessing the Applicant's Eligibility for Admission to DMedSc Candidature

5. Minimum Qualifications

Applicants are normally required to have completed a qualification comparable to the University of Melbourne's Bachelor of Medicine/Bachelor of Surgery (MBBS).

Does the application meet the minimum qualifications for entry to the DMedSc? Yes No

If no, an evidence-based case making an academic argument for equivalence must be attached.

6. Minimum Level of Academic Achievement

Has the applicant achieved an overall H1 (80-100%) or H2A (75-79%) grade in the relevant qualification?

Name of qualification: Grade: Yes No

If no, an evidence-based case making an academic argument for equivalence should be attached.

7. Relevance and Currency of Applicant's Qualifications

The applicant's qualifications must be in an area that is relevant to the intended DMedSc, including sufficient specialisation, such that the applicant will have already developed an understanding and appreciation of a body of knowledge relevant to the intended DMedSc.

The applicant's qualifications and/or professional experience must also demonstrate that their knowledge of the discipline in which they plan to undertake their Research Higher Degree is current. It is therefore expected that an applicant will have completed their tertiary studies and/or any relevant professional experience in the 10 years immediately prior to their intended entry to the DMedSc.

Do the applicant's qualifications and/or professional experience meet the above criteria?

Yes No

If no, an evidence-based case making an academic argument for admittance must be attached.

8. Research Proposal (to be completed by principal supervisor)

Please comment on the applicant's proposed research project with particular reference to its quality, feasibility and the methodology to be employed.

Please complete the following checklist to identify any resources or facilities required for successful completion of the research project. Indicate the source of funding (eg: grant) for each of the expenses identified.

<input type="checkbox"/> Fieldwork	<input type="text"/>
<input type="checkbox"/> Interviews or surveys	<input type="text"/>
<input type="checkbox"/> Experimental work	<input type="text"/>
<input type="checkbox"/> Conference attendance	<input type="text"/>
<input type="checkbox"/> Other resources or facilities	<input type="text"/>

Departments should note the responsibilities in the 'Statement of Infrastructure Support for Postgraduate Research Students: The Responsibilities of Academic Departments' available at:
<http://www.research.unimelb.edu.au/postgraduate/infrastructure.html>

9. Ethics Clearance (to be completed by principal supervisor)

(a) Does the project require clearance from a university ethics committee? Yes No

(b) If so, when is it envisaged that an application will be made?

10. Period of Candidature

The date of commencement of DMedSc candidature will be backdated to the date of commencement of the Masters or other doctoral candidature. Students are given a two-year submission date from commencement of the Masters/other doctoral degree. The normal progress reports during candidature will be required.

If the candidate is an international student, please advise if the student will require the extension time (maximum of 12 months) at conversion. The Confirmation of Enrolment (COE) is issued by the International Centre based on the submission date recorded on the student's enrolment record. The COE is used to apply for a visa extension.

Is the applicant an international student? Yes No

If yes, is an extension beyond 3 years from commencement of Masters required? Yes No

The recommended extension is for how many months? 6 12

11. Residency Requirement

All DMedSc candidates are required to complete the equivalent of at least 8 months full time (12 months part time) advanced study and research in the University unless studying at an approved outside institution. Throughout their candidature, candidates are expected to attend the University in order to benefit from planning, conducting and writing up their research within a University community and environment.

Can the applicant meet the above requirement? Yes No

If difficulties are anticipated, please attach details. Under certain circumstances permission will be given to fulfil the residency requirement by means of two or more short periods of residency totalling 8 months full time.

12. Commitment of Applicant

Please note that the Department(s) must undertake an assessment of the level of understanding, motivation and time commitment of the applicant for the proposed candidature. A full time student would be expected to devote at least forty hours per week and a part time student about half of this.

Are circumstances of the candidature such that the candidate will have adequate time:

(a) To complete the proposed research project? Yes No

(b) To interact satisfactorily with the supervisor(s) and the Department(s)? Yes No

13. Applicant's Progress

Has the candidate:	strongly disagree			strongly agree	
(a) diligently and effectively undertaken the project	1	2	3	4	5
(b) shown initiative consistent with the requirements of the research program/course and level of study	1	2	3	4	5
(c) made satisfactory progress throughout the past year	1	2	3	4	5
(d) shown that working at their current pace they will be able to complete the course in the period of candidature allowed?	1	2	3	4	5

It is the responsibility of the supervisor to keep the candidate regularly informed of their assessment of the candidate's progress. If you have circled 1-3 please comment:

Have any of the following problems affected progress over the past year? (Please tick)

- | | |
|----------------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> Academic background | <input type="checkbox"/> English |
| <input type="checkbox"/> Settling in | <input type="checkbox"/> Access to books/equipment |
| <input type="checkbox"/> Experimentation | <input type="checkbox"/> Understanding work expected |
| <input type="checkbox"/> Communication with people | <input type="checkbox"/> Health/personal |
| <input type="checkbox"/> Financial | <input type="checkbox"/> Interruption to supervision |

Please indicate what steps you have taken or will take to help overcome these problems:

14. Progress Committee Report Checklist

(a) The report on the research program has been received and approved. It meets departmental and faculty requirements.

Yes

(b) The candidate has made a presentation of their proposed research at a postgraduate seminar or similar departmental forum

Date of presentation: _____ Yes

(c) The candidate has met any special requirements noted on enrolment and required for conversion.

N/A Yes

(d) A Progress Committee meeting with the student was held, the candidate's progress has been reviewed and feedback given on the research proposal, supervisory arrangements and resources available.

Date of progress committee meeting: _____ Yes

Comments:

15. Signatures of Supervisors and Progress Committee

1. Principal Supervisor: _____	Date: _____
2. Co-Supervisor: _____	Date: _____
3. Co-Supervisor: _____	Date: _____
4. Committee member: _____	Date: _____
5. Committee member: _____	Date: _____

HEAD OF DEPARTMENT OR ACADEMIC NOMINEE SECTION

Please complete if acceptance is recommended by the Department(s). Otherwise, go to 7(b).

1. Department(s) in which the candidate will be enrolled:	Weight %
(1) _____	_____
(2) _____	_____

If weight is 50% per department, please specify the Administrative Department:

--

2. Will the candidate be located at Bio21? Yes No

3. Supervisors Nominated

- (a) Please comment on the relevant kinds of expertise that the supervisor(s) are able to bring to the proposed research project:

- (b) If a nominated supervisor has not had previous experience of Research Higher Degree supervision, please nominate a senior academic who will act as their mentor:

Supervisor's name:

--

Mentor:

--

- (c) If any nominated supervisor is expected to be absent for a period longer than two months during the candidature, please indicate when, and what arrangements for alternative supervision have been made. (Note: a statement that an alternative supervisor will be found is insufficient.)

4. Resources and Facilities

Please indicate whether all resources and facilities required for successful completion of the proposed research project will be available at this University, or whether the candidate is expected to require materials outside the University. Give details of any outside source (eg. name of institution), travel or fieldwork that will be necessary.

Departments should note the responsibilities in the 'Statement of Infrastructure Support for Postgraduate Research Students: The Responsibilities of Academic Departments' available at:
<http://www.research.unimelb.edu.au/postgraduate/infrastructure.html>

5. Outside Institutions

The following questions should be answered if the applicant is to spend more than 40% of his/her time at an outside institution. **Please note that the signature of the Head of any nominated outside institution is required for university approval (Refer to Q8 Signatures).**

- (a) Name of institution:

--

- (b) Are facilities, academic environment and research of the institution equivalent to those in your Department, and sufficient to support the applicant's research project over the term of the candidature? Yes No

- (c) Have arrangements been made to your satisfaction for the applicant to participate adequately in the research activities of the Department? Yes No

6. Confidentiality and Intellectual Property Agreements

Will the student be required to sign a confidentiality agreement or an intellectual property agreement? Yes No

If yes, it is the responsibility of the Head of Department to ensure that any agreement is consistent with University policy, including Statute 14.1 Intellectual Property and Regulation 17.1.R8 Code of Conduct for Research, and the implications are discussed fully with the student. Statute and Regulations are at:
<http://www.unimelb.edu.au/ExecServ/Statutes/index.html>

7. Statement by the Head of Department

(a) The Head of Department is required to state whether the proposed research project is appropriate and feasible for DMedSc candidature in the Department(s) Yes No

(b) Recommendation:

Unconditional Offer

Conditional Offer upon:

Non-acceptance (please give reasons):

Unsuccessful applications must be endorsed by the Head of Department and returned directly to the Faculty Research Unit.

8. Signatures

Head of Outside Institution or Bio21, if nominated:

Name: _____	Institution: _____
Signature: _____	Date: _____

Head of Department:

(For joint enrolments, signatures are required from both Heads of Department.)

Name: _____	Department: _____
Signature: _____	Date: _____
Name: _____	Department: _____
Signature: _____	Date: _____

DEAN OF FACULTY SECTION

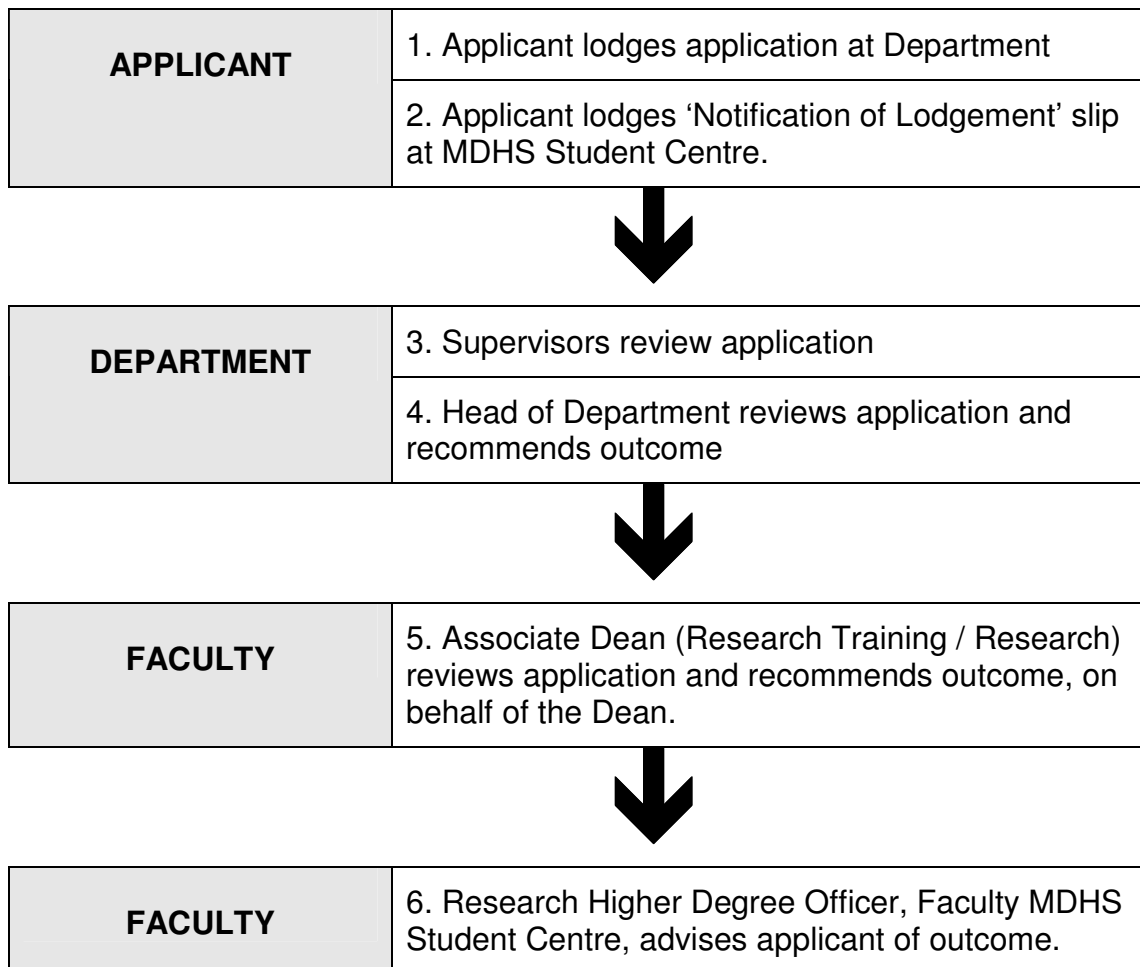
Comments:

Name: _____

Signature: _____ Date: _____

Last Updated May 2009

APPLICATION PROCESS



TIMEFRAME: This process takes approximately six to eight weeks.

APPLICATION ENQUIRIES: Please contact the Department in the first instance. Further enquiries can be directed to the MDHS Student Centre T:+ 61 3 8344 5890

School of Medicine
Medicine, Dentistry and Health Sciences
The University of Melbourne Victoria 3010 Australia
T: +61 3 8344 5890 F: +61 3 9347 7084
W: <http://www.medicine.unimelb.edu.au/future/rhd.html>

The University of Melbourne
INTELLECTUAL PROPERTY RIGHTS AND RESPONSIBILITIES:
INFORMATION FOR PROSPECTIVE RESEARCH STUDENTS

GENERAL

Statute 14.1 - Intellectual Property and the *Intellectual Property Principles* provide details of the University's policy on the ownership and commercialisation of intellectual property (IP). Their underlying purpose is to foster a culture that supports knowledge creation, knowledge transfer and entrepreneurial endeavour at the University of Melbourne.

As a matter of general principle, the University asserts ownership of IP, other than 'scholarly works' (e.g. articles, books, musical compositions etc), created by its staff.

In relation to students, honorary appointees and visitors, the University asserts ownership of IP which is '*teaching material*' (created or used for the primary purpose of teaching and education at the University) or the subject of '*specified agreements*' (incl. third-party agreements with external organisations such as granting bodies or public and private sector organisations funding contract research and development at the University). However, students, honorary appointees and visitors working on team-based projects, on collaborative projects and/or on on-going programs in large research centres need to be cognisant of the IP rights and responsibilities of all those involved. In such cases, the rights associated with joint contribution need to be respected, and staff and students should ensure that IP matters are discussed, defined, agreed and documented prior to the student's participation in the project.

All staff, students, honorary appointees and visitors at the University have a responsibility to identify, protect, manage and, where appropriate, be involved in the commercialisation of IP. In particular, all have a specific duty to disclose inventions with potential commercial value or where required by a 'specified agreement.'

STUDENTS INVOLVED IN A PROJECT THAT IS SUBJECT TO A 'SPECIFIED AGREEMENT'

Some research students have the opportunity to become involved in projects that are funded or supported by outside parties, e.g. research contracts, grants, studentships or Cooperative Research Centre (CRC) projects. If you will be working on such a project, governed by a 'specified agreement' between the University and an outside party, irrespective of whether or not you will be receiving a full or part stipend funded by the outside party, your principal supervisor must

- advise you about the terms of the agreement,
- discuss the opportunities and benefits,
- discuss how IP and any rights to commercialisation will be managed, and
- outline your responsibilities under the agreement and under University Policy.

It is a pre-condition of anyone at the University taking part in activities under 'a specified agreement' that 'the Project IP' – the IP created in the course of the project – is owned not by individuals but by the University. This enables the University to meet its legal obligations under these agreements, ensures certainty of IP ownership, helps to ensure all the creators of IP are treated equitably and assists with any commercialisation of the IP.

Ownership of the Project IP by the University does not affect your ability to complete the requirements of the course of study for which you are enrolled. Nor does it affect ownership of copyright in your thesis or your rights in relation to 'scholarly works.' Your contribution to the Project IP would be recognised as appropriate, e.g. as an author on articles and conference papers, or an inventor on a patent. In the event that the Project IP is commercially exploited and generates revenue for the University, you will be treated in the same way as staff in terms of the proportional distribution of revenue to inventors (normally 40% of net royalty revenue is shared amongst all University inventors).

If you are in any doubt about whether your project *is* affected by a 'specified agreement' (e.g. whether the project is being funded or part-funded under an external grant or contract), please discuss this in the first instance with your principal supervisor.

STUDENTS BASED AT AN 'APPROVED OUTSIDE INSTITUTION'

Some research higher degree students may be based at what the University terms an 'approved outside institution' (e.g. a designated medical research institute, the CSIRO, Museum of Victoria, etc). Those students will be asked to sign the host institution's agreement covering IP and other rights and responsibilities and will be bound by the policies of the host institution.

FOR FURTHER INFORMATION

For further information, visit the University's IP web site - <http://www.research.unimelb.edu.au/ridg/ip>.

Authorised by

Vice-Principal (Research) and General Manager, Melbourne School of Graduate Research
University of Melbourne
August 2007