

2009 Postgraduate Research Scholarship Commencement Kit

Instructions for COMMENCING students in 2009

In order to enrol and for your scholarship payments to commence in 2009 you are required to:

- complete SECTION A of the Commencement Form and have SECTION B and C of the Commencement Form completed by your supervisor and the Head/Director of your Academic Unit (if you are in the Faculty of Arts the Graduate Co-ordinator in your School must complete SECTION B and C);
- discuss intellectual property and ethics clearance matters pertaining to your research with your supervisor and complete the Intellectual Property and Ethics Clearance forms;
- if you wish to enrol in a degree, other than that for which the scholarship is offered, the Administrative Officer (Graduate Studies) in your faculty must complete SECTION D of the Commencement Form;
- the faculty Administrative Officer (Graduate Studies) must complete SECTION E of the Commencement Form;

Faculty of Art & Design	Email: postgrad@artdes.monash.edu.au Liz Kemp 9903 1962
Faculty of Arts	Email: args@arts.monash.edu.au Michelle Cook 9905 2105 Merci Ikeda 9905 5176 Peachy Vasquez 9905 1444
Faculty of Business & Economics	Email: research.degrees@buseco.monash.edu.au Raylee Pasisis or Maree Biggar 9905 2476
Faculty of Education	Email: info@education.monash.edu.au Mayur Katariya 9905 9498
Faculty of Engineering	Email: research.students@eng.monash.edu.au Heather Alcock 9902 0279
Faculty of Information Technology	Email: research@infotech.monash.edu.au Vecki Raicevic (Caulfield) 9903 2115 Jack Sotiriou (Clayton) 9905 3910
Faculty of Law	Email: research@law.monash.edu.au Jintana Kurosawa 9905 3342
Faculty of Medicine, Nursing & Health Sciences	Email: research.degrees@med.monash.edu.au Research Degrees Office 9905 4313
Faculty of Pharmacy & Pharmaceutical Sciences	Email: info@pharm.monash.edu.au Marnie Southward 9903 9593
Faculty of Science	Email: research.manager@sci.monash.edu.au Tom Keegan 9905 2079
Accident Research Centre	Email: enquire@muarc.monash.edu.au Glenda Cairns 9905 4397

- complete the RTS form (local students only) and the Banking Details Form.

Note: International students are required to complete these forms only when they arrive in Australia.

Enrolment Procedures

All doctoral and MPhil candidates are admitted on a probationary basis for the first 12 months (doctoral) or six months (MPhil) of candidature. Enrolment for PhD and MPhil candidates must be completed **within one week** of the specified commencement date. Please note the MRGS is open for enrolments from 10am (10.30am on Friday) to 5pm. Research should **not** be commenced until formal enrolment procedures have been completed. The date of commencement of candidature cannot be made retrospective.

Awardees MUST present the following **original documents** contained in their scholarship application at time of enrolment:

- Evidence of citizenship
- Academic transcripts for all completed qualifications (transcripts must show successful completion of degree). NB: Complete transcript is required, not just testamur or certificate.
- Withdrawal from current degree (if applicable)
- IELTS/TOEFL test result certificate (if applicable)
- Appropriate legal documentation as evidence of name change (if applicable)
- Research Proposal: awardees are also required to provide a 500 word Research Proposal if was not contained with the original scholarship application.

Certified documents will be accepted if they have been certified (stamped, signed and dated to confirm they are a true copy of the original) by: your current or previous educational institution; a Monash registered agent; a Monash administrative staff member (faculty or MRGS level); a solicitor; a commissioner for declarations; a government official or a notary public.

An enrolment is valid for the current academic year only. It is a student's own responsibility to complete re-enrolment procedures each year until the course is completed or candidature discontinued. Re-enrolment information will be sent to all candidates in October each year. A fee statement (if applicable) is sent to each candidate at the beginning of each semester.

- for Masters, DBA, DPH, DPsych, SJD, EdD and Pharmacy candidates: take your completed forms and original documents contained in your scholarship application to the Faculty Office then to MRGS. The original documents MUST also be sighted by MRGS;
- for PhD and MPhil candidates: take your completed forms and original documents contained in your scholarship application to MRGS, Building 3D, Clayton campus.

Please note: you are required to submit the relevant forms in person to MRGS (for PhD and MPhil candidates) or the Faculty Office (for Masters, DBA, DPH, DPsych, SJD and Pharmacy candidates) for your enrolment to be finalised. However if you are unable to attend our office to enrol, please call our enrolments staff on (03) 9905 3009 to make alternative arrangements. Students from Gippsland campus and Parkville campus may lodge their forms and complete enrolment requirements on their home campus.

Scholarship payments

Scholarship payments are made on a fortnightly basis. In order for us to commence (or suspend) your stipend payments we are required to finalise paperwork before 10am on the Thursday preceding each payday. A complete listing of pay dates and cut offs for 2009 can be found on our web site at www.mrqs.monash.edu.au/scholarships/students/paydates.html

Relocation allowance

Generally only applicants relocating to Melbourne from **within** Australia (not overseas) to take up their offer are eligible for relocation allowance. For details refer to the Scholarship Conditions of Award or the relocation allowance claim form available from www.mrqs.monash.edu.au/scholarships/students/allowances.html

Handbook for Doctoral and Master of Philosophy Degrees

You are advised to familiarise yourself with the contents of the *Handbook for Doctoral and Master of Philosophy Degrees*, details of which you will receive upon enrolment.

Your attention is especially drawn to:

- Chapter 2 Ethics approval and Intellectual Property;
- Chapter 3 Conditions of Candidature;
- Chapter 5 Code of Practice for the Supervision of Higher Degree by Research Candidates;
- Chapter 8 Grievance and Appeal Procedures;
- Chapter 12 Appendix A – Doctorate Regulations.

Candidates should note that, except with the permission of the Research Graduate School Committee, and only in circumstances it deems exceptional, doctoral and MPhil candidates may not be enrolled for any other degree, diploma or non-degree units during their candidature.

Candidates should note that they have to meet the attendance/enrolment requirements for doctoral and MPhil candidates as per the prescriptions relating to the doctoral and MPhil Regulations.

Level of enrolment

This regulation relates to the time available for research. In order to undertake full-time candidature, a candidate must be able to devote a minimum of four days a week to the pursuit of the research project. The academic year for doctoral and MPhil candidates is 48 weeks.

Supervision and attendance

The prescriptions relating to supervision and attendance are as follows:

- The candidate must discuss progress with the supervisor, in person, at least once every calendar month (part-time) or every two weeks (full-time).
- The candidate must attend the university frequently and on a regular basis.
- The candidate must attend all such courses, seminars, workshops etc, as are deemed necessary by the head of the academic unit in which the candidate is enrolled.
- The supervisor and head shall certify that the requirements for candidature have been met and an annual report of attendance and progress presented.
- Notwithstanding the above prescriptions, candidates, supervisors and heads of academic units should be aware that successful completion of a doctorate signifies an ability on the part of the candidate to pursue independent research. There should therefore be a progressive reduction in the extent of close supervision during the candidature and particularly in the final years of candidacy.

External APA awardees will need to refer to Regulation 11 for external candidature regulations. Masters (excluding MPhil) candidates should contact the faculty for details of the regulations pertaining to their degree.

Monash Research Graduate Centre

This modern air-conditioned complex housed over three floors offers the university's research postgraduates from all campuses a meeting place for study and social activities. Facilities include 24-hour access, computer facilities, student offices, study carrels, lockers, discussion rooms, a lounge/dining area, two kitchens, drink and snack machines, and access to internal and external telephones. To use the MRGC's facilities, please complete the centre's application form available at: www.mrgs.monash.edu.au/centre/

Program for Employment and Research Training – exPERT Program

The Monash Research Graduate School encourages new and current research students to take the opportunity to attend a series of induction seminars for research postgraduate students, included as part of the school's exPERT Program. These seminars have been developed to assist research students, in particular new students, adapt to the university's research culture. Venue details, information on how to register for these sessions and a complete listing of the 2009 exPERT program, can be found at www.mrgs.monash.edu.au/seminars/

International students

The Monash University International website at www.monash.edu.au/international/ contains information on accommodation, pre-departure, visa requirements and living in Australia for international students.

Further information

If you have any queries regarding the administration of your award or any other matters, please contact one of the following officers at the Monash Research Graduate School:

Senior Research Scholarships Officer

Ms Vesna Nikolovski (03) 9905 1471 Email: vesna.nikolovski@adm.monash.edu.au

Research Degrees Officer

Mr David Lau (03) 9905 1472 Email: david.lau@adm.monash.edu.au

Research Degrees Officer

Ms Rebecca Hillman (03) 9905 1283 Email: rebecca.hillman@adm.monash.edu.au

Senior Research Awards Officer

Mr Arun Kumar (03) 9905 2070 Email: arun.kumar@adm.monash.edu.au

Research Scholarships and Awards Officer

Ms Michelle Mei (03) 9905 3055 Email: michelle.mei@adm.monash.edu.au

Research Scholarships and Awards Officer

Ms Fui Yin Yap (03) 9905 9355 Email: fui.yap@adm.monash.edu.au

Research Scholarships and Awards Officer

Ms Joanna McCarthy (03) 9905 2785 Email: joanna.mccarthy@adm.monash.edu.au

Student Support Services Officer

Mr David Bell (03) 9905 9976 Email: david.bell@adm.monash.edu.au

General inquiries:

Phone: (03) 9905 3009 Fax: (03) 9905 5042 Email: mrgs@adm.monash.edu.au

SECTION B (to be completed by supervisor and head academic unit for new commencing students only [in the Faculty of Arts the Graduate Co-ordinator of school]. For students who are already enrolled, complete Section C only)

Research proposal

Please comment on the candidate's proposed research program with particular reference to its feasibility and the methodology to be employed, including the availability of appropriate research expertise to support the particular candidature for the duration of the research program. Please attach additional documentation if necessary.

Facilities and source materials required for the research

Indicate whether all the source material and facilities required for the successful completion of the research program will be available at Monash, and whether the candidate is expected to require material and resources outside the university. Give details of any outside sources (eg name of institution) and travel necessary.

If the candidate is an external student, please detail what facilities will be made available at the external site and what arrangements will be made for the candidate to access material from Monash. Please attach additional documentation if necessary.

Coursework component (if applicable):

If the candidate is required to undertake coursework as an integral component of the program, indicate % of the program this represents and names/codes of coursework units and their points value:

I certify that (please tick):

- I am satisfied that the candidate has adequate training and ability to pursue the proposed course
- I approve the proposed course of advanced research
- Suitable facilities and adequate supervision are available in the academic unit for the candidature
- We agree to adhere to the standards specified in the Code of Practice for Supervision of Doctoral and Research Masters Students. The Code of Practice is available in the *Handbook for Doctoral and Master of Philosophy Degrees*
- With regard to the level of full-time enrolment I am satisfied that the candidate has a minimum of four days per week available to undertake work on the research project.

Where the nature of the candidate's research involves the systematic use of university facilities, the candidate will be able to use these facilities for: week days per week

With regard to the attendance requirements for on-campus awardees (regulation 15.1 and prescriptions pursuant), I am satisfied that:

- will meet with their supervisor 'in person' at least twice a year and will discuss progress using other forms of interactive communication at least once every calendar month (part-time) or every two weeks (full-time);
- The candidate will attend the university frequently and on a regular basis;
- The candidate will attend courses, seminars, workshops, etc, specified by the head of the academic unit (80% minimum attendance).

Detail below what arrangements have been made to meet these internal attendance requirements, along with any additional departmental/faculty residency/attendance requirements:

With regard to the attendance requirements for external APA awardees (regulation 15.1 and prescriptions pursuant), I am satisfied that:

The candidate will maintain regular interactive communication with the supervisor at least once every two weeks via telephone, video conference, email or other interactive communication; and the opportunity for the candidate and supervisor to be able to communicate daily as required. State arrangements:

will attend all such courses, seminars, workshops and conferences (both at Monash and elsewhere), as are deemed necessary by the head of the academic unit through which the candidate is enrolled

will complete the equivalent of 5 days of full-time study within the university each year or equivalent over the period of candidature

will have sufficient time to participate in the intellectual life of the Monash academic unit, in particular during the annual 5 days residency period, eg seminar attendance, etc.

Detail below what arrangements have been made to meet these external attendance requirements, along with any additional departmental/faculty residency/attendance requirements

I recommend the following enrolment details:

Degree:

Course code:

Callista Research Unit (do not complete for Faculty of Medicine)

Field of Education /Specialisation (list available from the faculty):

Campus (candidature must be undertaken on the campus where the main supervisor is located and candidates must enrol with the department where the main supervisor is appointed):

Supervision

Guidelines for the appointment of supervisor(s)

Under the *Code of Practice for the Supervision of Doctoral Candidates*, academic units are required to ensure:

- i) An experienced supervisor is appointed. Experience in this case is defined as having supervised doctoral student(s) from commencement of the research to successful completion of the thesis, or having received accreditation following completion of the university accreditation program.
- ii) Adequate supervision is available for the expected duration of the candidature.
- iii) Staff members undertaking doctoral studies may not be appointed as supervisors of doctoral students.

Main supervisor

I nominate as main supervisor the following person, who has agreed to act in this capacity:

Family Name:

Title:

Given Names:

Position:

Staff ID No:

Callista ID No:

Department:

Campus:

Telephone:

Email:

Please note that this information is required to ensure that supervisory records are accurately recorded on the student database and matched against the correct supervisor record in the university finance system.

Has the nominated supervisor been the appointed supervisor for a doctoral candidate from commencement to successful completion at Monash?

No Yes → How many?

Is the nominated supervisor registered as an accredited supervisor at Monash?

Yes → Accreditation level?

No → **Please nominate an alternative supervisor**

Is the nominated supervisor currently undertaking doctoral studies?

No Yes → **Please nominate an alternative supervisor**

Is the nominated supervisor currently supervising doctoral candidates at Monash?

Yes No → Please attach documentation describing previous supervision experience

Does the nominated main supervisor hold a tenured position at Monash?

Yes No → Please detail the nominated academic's appointment (eg adjunct, fixed-term)

↓

Give start and end dates for fixed appointments

/ / to / /

Please note that if the main supervisor's appointment does not extend for the full period of the candidate's enrolment, a joint or associate supervisor should be appointed to ensure continuity of supervision.

Other Supervisor (if applicable)

The following person has agreed to act as:

Associate Supervisor

Joint supervisor

Family Name:

Title:

Given Names:

Position:

Staff ID No:

Callista ID No:

Department:

Campus:

Telephone:

Email:

Has the nominated supervisor been the appointed supervisor for a doctoral candidate from commencement to successful completion at Monash?

No Yes → How many?

Is the nominated supervisor registered as an accredited supervisor at Monash?

No Yes → Accreditation level?

Is the nominated supervisor currently undertaking doctoral studies?

No Yes → **Please nominate an alternative supervisor**

Other Supervisor (if applicable)

The following person has agreed to act as Associate Supervisor:

Family Name:

Title:

Given Names:	<input type="text"/>	Position:	<input type="text"/>
Staff ID No:	<input type="text"/>	Callista ID No:	<input type="text"/>
Department:	<input type="text"/>	Campus:	<input type="text"/>
Telephone:	<input type="text"/>	Email:	<input type="text"/>

Has the nominated supervisor been the appointed supervisor for a doctoral candidate from commencement to successful completion at Monash?

No Yes → How many?

Is the nominated supervisor registered as an accredited supervisor at Monash?

No Yes → Accreditation level?

Is the nominated supervisor currently undertaking doctoral studies?

No Yes → Please nominate an alternative supervisor

External Supervisor (if applicable)

The following person is qualified and has agreed to act as External Supervisor:

Family Name:	<input type="text"/>	Title:	<input type="text"/>
Given Names:	<input type="text"/>	Callista ID:	<input type="text"/>
Position:	<input type="text"/>	Institution:	<input type="text"/>
Telephone:	<input type="text"/>	Email:	<input type="text"/>

Is the nominated supervisor currently undertaking doctoral studies?

No Yes → **Please nominate an alternative supervisor**

Please attach details of the proposed external supervisor's supervisory experience and document below the reasons for the appointment of an external supervisor:

Supervision Percentages

Please provide an indication of the split in load (expressed as a percentage) between the supervisors. Note that usual practice is for an associate to receive 25% of the load (particularly if the associate is inexperienced) and a joint supervisor 50%. External supervisors cannot be allocated more than 50%, or more than 25% if inexperienced.

Main/Sole/Joint Co-ordinating Supervisor:	<input type="text"/> %	Joint Supervisor (if applicable):	<input type="text"/> %
Assoc Supervisor (if applicable):	<input type="text"/> %	2 nd Associate Supervisor (if applicable):	<input type="text"/> %
External Supervisor (if applicable):	<input type="text"/> %		

External APA Awardees Only

Where the research will be undertaken principally at a research site other than Monash University (eg archives repository, field site, laboratory, commercial or governmental research station, another university etc) the on-site supervisor needs to assure Monash that the site provides a research environment which offers appropriate resources, facilities and research expertise to support the candidature for the duration of the research program. Section B of the PhD application form MUST be completed and signed by the on-site supervisor (if one has been appointed) and attached with this form. The PhD application form is available from www.mrgs.monash.edu.au/research/programs/phdapp.rtf

SECTION C (to be completed by supervisor and head of academic unit for all awardees [in the Faculty of Arts the Graduate-co-ordinator of school])

The awardee is a new commencing student and I certify that the above mentioned student has commenced/will commence studies in this department on: _____/_____/_____

OR

The awardee is already enrolled in the degree for which the scholarship was awarded and I certify that the above mentioned student commenced studies in this department on: _____/_____/_____

If awardee is currently on a Monash Departmental or Monash Research Scholarship, the scholarship is to be:

terminated

OR

reduced to \$ _____ p.a

Note: If the awardee is currently employed at Monash with a fractional appointment exceeding 0.4, the fractional appointment must be reduced before the scholarship can commence.

Prior candidature (for currently enrolled students)

Please note that if the awardee is already enrolled in the research degree for which the scholarship was awarded, periods of study already undertaken towards the degree will be deducted from the maximum duration of the award. However, if there have been factors beyond a candidate's control that have hindered progress (eg equipment breakdown, change in research direction), a case for a reduction in prior candidature may be made to the Research Graduate School Committee.

Has the awardee attached details of the delays together with an estimate of the time lost? Yes No

If yes, I support the student's application for the following reasons:

I do not support the student's application on the following grounds:

Transfer of Candidature from another University

Indicate the period of prior candidature (if any) to be deducted from the proposed candidature length:

Please provide details of the candidate's prior enrolment, progress to date and reasons for transfer.

Signature: _____ Date: _____

Main Supervisor

Name: _____

Signature: _____ Date: _____

Head of Department (in the Faculty of Arts, the Graduate Co-ordinator of school) or nominee

Name: _____

SECTION D (to be completed by Faculty Administrative Officer [Graduate Studies] if student is to be enrolled for a degree other than that for which the scholarship was offered)

The awardee should be enrolled for the degree of : _____

Signature: _____ Date: _____

SECTION E (to be completed by the Faculty Administrative Officer [Graduate Studies] for new commencing students only)

The details on this form are correct and have been amended by me as appropriate:

Signature: _____ Date: _____



Intellectual Property

Assignment notification form

MRGS use only

This form is to be **completed by both the student and supervisor**. The completed form (and if appropriate, a Deed of Assignment of Intellectual Property) is to be submitted at the time of enrolment.

Please note this form is not a legal document. The function of this form is to:

- encourage discussion between a supervisor and a student on intellectual property;
- provide a guide to the steps involved when someone other than the student has a claim to rights in intellectual property generated by the student; and
- make students and supervisors aware of their rights, responsibilities and obligations under the university's intellectual property statute and regulations.

Research is a key national resource. Monash like other generators of research must therefore ensure it develops procedures to identify, protect and where appropriate commercialise the intellectual property arising from the university's research activities.

Information sessions

For details on intellectual property information sessions please see www.mrgs.monash.edu.au/seminars/.

Please note that students are strongly advised to seek their own independent legal advice regarding the assignment of intellectual property matters.

Copyright

Under the university's intellectual property statute and regulations (ss 2.2) the student owns copyright in his/her thesis. Monash University will require PhD candidates to grant a non-exclusive licence to enable the thesis to be published online within the Monash University ARROW open access research repository.

Remember, copyright does not protect ideas - it protects the form of expression in the thesis. The student does not have to apply for copyright - it is automatic and lasts his/her lifetime plus 70 years.

Students including any third-party copyright material in their final thesis will need to ensure that they have obtained permission for online publication from the copyright owner/s.

For more information on copyright and rights associated with copyright ownership refer to the University copyright website at <http://www.copyright.monash.edu.au/> and the TIPS information sheet *Copyright* at www.mrgs.monash.edu.au/research/staff/IP

Assignment

In accordance with the university's intellectual property statute and regulations there are circumstances when the student will be required to transfer intellectual property to the university.

Under Regulation **2.2.1**, you are required to assign to the University any intellectual property arising from your research in cases where your research is part of a larger, ongoing project and uses existing data or other University staff/resources and a patent application may be made for the project's findings. Any patent will be granted to the University, with the student and the other researchers involved acknowledged as the inventors. As an inventor the student will be paid a percentage of any revenue the University receives from the commercialisation of the technology described in the patent. To obtain a patent confidentiality is critical and the student would need to ensure that the thesis was placed under a publication embargo upon submission for examination.

Under regulation **2.2.2**, where a student undertakes research using background research or IP generated by their supervisor/s, or the University more generally, and where before the background research or IP is used the University tells the student the IP created from their research must be assigned to it, the student must assign the IP rights in their research (excluding copyright in the actual thesis) to the University.

Under Regulation **2.2.3** where a student undertakes research as part of a research project undertaken by Monash with an industry or research partner where the industry or research partner will have rights over the IP created by the project, the student must assign the IP created from their research to the University. The industry or research partner may also require the thesis to be kept confidential and/or be subject to review prior to any publication: in this case, the student would need to ensure that the thesis was placed under a publication embargo upon submission for examination.

For more information see the brochure *Assignment and Licensing* at www.mrgs.monash.edu.au/research/staff/IP/

Note that under IP regulation 6 an originator who believes he/she has made a patent worthy discovery or invention is required, having first advised the head of department, to inform the university's intellectual property officer.

Patent protection, which must be applied for, is expensive. An Australian patent will cost approximately \$8000; in other countries patent costs may be in the order of \$25,000.

Section A: To be completed by student

Family name: Title:

Given names: ID No:

Degree: Commencement date:

Academic Unit:

Principal supervisor:

Name of scholarship (if applicable) Commencement date:

Section B: To be completed by both student and supervisor

1. The student and supervisor have read and discussed the following documents:

Intellectual Property: A guide for postgraduate students and their supervisors, Chapter 6, the Handbook for Doctoral and Master of Philosophy Degrees at www.mrqs.monash.edu.au/research/ Yes No

Intellectual Property Statute and Regulations (Statute 11.2), Appendix, Handbook for Doctoral and Master of Philosophy Degrees Yes No

Guides to intellectual property brochures located at www.mrqs.monash.edu.au/research/staff/IP/ Yes No

2 Assignment under three circumstances

Regulation	What it means		What the student needs to do if the answer is yes
2.2.1: The university has made a specific contribution of funding, resources, facilities or apparatus AND You have made a patent worthy discovery or invention.	These specific contributions would exceed what the student could normally expect by way of resources to undertake candidature and may for example include a grant to purchase project-specific equipment.	Does this apply to the student's candidature? Yes <input type="checkbox"/> No <input type="checkbox"/>	Please complete and sign the <i>Deed of Assignment 1</i> at: www.mrqs.monash.edu.au/research/staff/IP/ The original document should be retained in the academic unit and a copy attached to this intellectual property form submitted to the Monash Research Graduate School upon enrolment. The Deed of Assignment should be signed by the student and the Head of Department, or in smaller Faculties the Associate Dean (Research).
2.2.2: The candidate will utilise intellectual property owned by the university during the course of the research (this is also called 'background' intellectual property)	For example, the research may be part of a larger on-going research project which uses existing data sets.	Does this apply to the student's candidature? Yes <input type="checkbox"/> No <input type="checkbox"/>	Please complete and sign the <i>Deed of Assignment 2</i> at: www.mrqs.monash.edu.au/research/staff/IP/ The original document should be retained in the academic unit and a copy attached to this intellectual property form submitted to the Monash Research Graduate School upon enrolment. The Deed of Assignment should be signed by the student and the Head of Department, or in smaller Faculties the Associate Dean (Research). In this case the student should have been informed in writing of any particular conditions imposed by the university or under other contractual arrangements related to the research. These conditions may require for example that the student delay publication of papers, or that the thesis be examined under a confidentiality agreement. If the student has not been given such information, this should be discussed between the student and supervisor immediately.
2.2.3: The university has entered into an agreement with a company or funding body under which a person other than the student will own in whole or part, any intellectual property created by him/her.	Under agreements with external sponsors, for example, intellectual property arising from the project may be owned by third parties. The student would assign his/her IP to the university, so that it could then act on the student's behalf.	Does this apply to the student's candidature? Yes <input type="checkbox"/> No <input type="checkbox"/>	Please complete and sign the <i>Deed of Assignment 3</i> at: www.mrqs.monash.edu.au/research/staff/IP/ The original document should be retained in the academic unit and a copy attached to this intellectual property form submitted to the Monash Research Graduate School upon enrolment. The Deed of Assignment should be signed by the student and the Head of Department, or in smaller Faculties the Associate Dean (Research). In this case the student should have been informed in writing of any particular conditions imposed by the university or under other contractual arrangements related to the research. These conditions may require for example that the student delay publication of papers, or that the thesis be examined under a confidentiality agreement. If the student has not been given such information, this should be discussed between the student and supervisor immediately.

3 Assignment is not required (ie paragraphs 2.2.1- 2.2.3 above do not apply). Not required

4 Need for later assignment

Assignment may later be required where conditions governing the project change. Please comment if appropriate:

Signature of student: Date:

Signature of supervisor: Date:

This completed form should be submitted to the Monash Research Graduate School at the time of enrolment

Ethical Research Practices

This form is to be completed by the candidate and supervisor and submitted to the Monash Research Graduate School at the time of doctoral/MPhil enrolment or in the case of APA/MGS awardees, when the scholarship commencement form is submitted to the Monash Research Graduate School.

The function of this form is to ensure research students are aware of the university guidelines on ethical research practices and remind you that ethics approval may be required for your research project. **This form is not an application for ethics approval.**

Name of candidate:

ID number: Department:

Degree: Scholarship:

Commencement date of research: Day Month Year

Commencement date of Scholarship (if applicable): Day Month Year

Main Supervisor:

Prior to commencing your research degree you are required to read and discuss with your supervisor, the university guidelines for responsible practice in research and research misconduct. These guidelines are available at: <http://www.monash.edu.au/research/ethics/>

I have read and understood the university guidelines on ethical research and research misconduct

I certify that the research I undertake in the course of my degree will conform to university guidelines

A research project may require ethics clearance from the relevant Monash committee (and some external bodies) if it deals with animal ethics, human ethics, biosafety (recombinant DNA technology) or ionising radiation issues. Please indicate below if your project will require ethics clearance (further details available over-page):

	Approval required			Approval obtained (if necessary)		
Human ethics	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> To be determined	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Animal ethics	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> To be determined	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Ionising radiation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> To be determined	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Biosafety	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> To be determined	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

If approval has been obtained for this project, please complete the following:

Approval Number:

Project Title:

Committee:

Where approval is required, but has not yet been attained, please indicate:

Estimated date of ethics clearance submission: Day Month Year

Signature of Student: _____ Date: _____

Signature of Supervisor: _____ Date: _____

Human ethics

Monash University requires researchers to obtain a clearance for any research in which humans are involved. The University has a central human ethics committee - the Standing Committee on Ethics in Research on Humans (SCERH). Ethics approval must be granted before the research can proceed.

Ethics clearance may be required for research which involves:

- interviewing
- circulation of a questionnaire
- the conduct of a survey involving a volunteer sample
- observation of human behaviour
- clinical trials
- collection of any human tissue, including discarded tissue

For further information, please contact:

Human Ethics Officer, Research Grants and Ethics Branch

Ph: 9905 2052 Fax: 9905 1420

www.monash.edu.au/research/ethics/human/index.html

Animal ethics

At Monash University there are 11 Animal Ethics Committees (AECs) and a central Monash University Animal Welfare Committee (MUAWC). Any person at Monash University who wishes to use animals in research or teaching must first obtain approval from their local Departmental or Hospital Animal Ethics Committee (AEC). Only after approval by their AEC the project may commence.

For further information, please contact:

Animal Ethics Officer, Research Grants and Ethics Branch

Ph: 9905 5121 Fax: 9905 3866

www.monash.edu.au/research/ethics/animal/index.html

Biosafety clearance

The Monash University Biosafety Committee is a Committee of Council which operates as an Institutional Biosafety Committee (IBC) under the Guidelines of the Genetic Manipulation Advisory Committee (GMAC). All research conducted by Monash University staff and students involving genetic manipulation experimentation requires clearance from the Biosafety Committee.

For further information, please contact:

Secretary, Biosafety Committee, Research Grants and Ethics Branch

Ph: 9905 3012 Fax: 9905 3831

www.monash.edu.au/research/ethics/biosafety/index.html

Ionising radiation clearance

The Occupational Health and Safety Policy Statement describes the role and terms of reference of the Occupational Health and Safety Policy Committee. While a separate Victorian Act and Regulations are currently in operation for ionising radiation safety, the University's Occupational Health and Safety Policy Committee has decided that ionising radiation safety should be treated as if it comes under the Occupational Health and Safety Act. This will ensure that a uniform approach is adopted by the University in all matters of occupational health and safety including ionising radiation safety.

The use of ionising radiation in all research and experimental activities involving the planned irradiation of humans shall require the written approval of the University Radiation Protection Officer.

For further information, please contact:

Radiation Protection Officer, Occupational Health, Safety and Environment

Ph: 9905 1101

www.adm.monash.edu.au/ohse/safety-topics/radiation.html



Research Training Scheme – Eligibility for Funding

Under the DEST (Department of Education, Science and Training) funding guidelines universities are required to report any prior research enrolment students may have had. This covers any enrolment in a research masters degree or doctoral program in the past three years where the course was not completed.

It is a statutory requirement that all Higher Degree by Research students complete and sign this form prior to being allocated a Research Training Scheme (RTS) place.

ID No: Course:

Course Code: Faculty:

Name of Scholarship (if applicable):

Family Name: Title:

Given Names:

Were you **enrolled in but did not complete** a Research Masters or Doctorate at any Australian institution in the last three years prior to your current enrolment? No Yes
↓

**If yes, provide details below of the previous enrolment:
(please note this does not apply to your current enrolment)**

Previous ID No: Course:

Name of institution:

Period of candidature:

From: Day Month Year To: Day Month Year

Details of Enrolment:

Number of Months full-time candidature Number of Months part-time candidature State any periods of leave of absence

Declaration:

I declare that the information provided by me is true and complete. I recognise that it is my responsibility to provide all requested details and I authorise Monash University, where necessary, to obtain further relevant documentation. I acknowledge that Monash University reserves the right to take disciplinary action should it determine that the information provided be false or deliberately misleading.

Signature: _____

Date: _____

This completed form should be submitted to:

Monash Research Graduate School, Research Services

Building 3D, Clayton Campus, Wellington Rd
Monash University, VIC 3800, Australia
Telephone + 61 3 9905 3009 Facsimile + 61 3 9905 5042

Email mrgs@adm.monash.edu.au www.mrgs.monash.edu.au/

The information on this form is collected for the primary purpose of providing payment of the scholarship via your bank account. Other purposes of collection include attending to administrative matters. If you choose not to complete all the questions on this form, it will not be possible for Monash University to pay the scholarship. Personal information such as your payment amount will be disclosed to your nominated banking institution. Personal information may also be disclosed to the Australian Taxation Office. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about handling of your personal information, please contact the University Privacy Officer on 9905 6011.

Instructions for completing the Scholarships Banking Details form

- Scholarship holders can elect to deposit their stipend into a maximum of three separate accounts. Please note payments are unable to be deposited into a credit card account. If second and third accounts are selected, the nominated amounts will be deposited into these accounts prior to the balance of stipend being deposited into the main account.
- The Banking Details form must be completed, signed & returned to Monash Research Graduate School.
- Payment cannot be made until this form has been completed and processed by Monash Research Graduate School.
- Incomplete forms will not be processed and will be returned.
- All payments of part-time scholarships are subject to PAYE taxation deductions at the maximum rate unless a Tax File Number Declaration Form is fully completed and returned to Monash Research Graduate School.

Section 1 – Scholarship holder’s details										
Student ID number or Monash Personnel number										
Name of scholarship										
Title	Surname				Given name					
Residential address Post code					Date of birth (dd/mm/yyyy)					
					Home phone number					
					Business phone number					
					Mobile number					
Section 2 – Banking details										
Main Account										
Name of financial institution										
Branch address										
Account holder’s name										
Account number		BSB number (max 6 digits)								
Amount of deposit (whole amount or balance of salary if second or third account is nominated)										
Second Account										
Name of financial institution										
Branch address										
Account holder’s name										
Account number		BSB number (max 6 digits)								
Amount of deposit (compulsory)										
Third Account										
Name of financial institution										
Branch address										
Account holder’s name										
Account number		BSB number (max 6 digits)								
Amount of deposit (compulsory)										

Section 3 – Authorisation of student

I hereby authorise Monash University to credit my scholarship/reimbursements/payments to the financial institution accounts as identified above

Signature: Date:

Faxed copy of this form is acceptable

This completed form should be submitted to:

Monash Research Graduate School, Research Services
 Building 3D, Clayton Campus, Wellington Rd
 Monash University, VIC 3800, Australia
 Telephone + 61 3 9905 3009 Facsimile + 61 3 9905 5042
 Email: mrgs@adm.monash.edu.au Website: www.mrgs.monash.edu.au

www.monash.edu.au/students/computer

How to Activate your Authcate Account

Once you have been enrolled by staff at the Monash Research Graduate School, to set up your Authcate account go to the above web address (click on register for new account). Note: You can access this page using any computer that is connected to the internet. When you access this page you will be required to identify yourself by answering some questions based on information you have already provided to Monash during your course application process. After you have activated your Authcate account you need to complete the administrative requirements set out below via WES.

While enrolled as a student at Monash, you will be granted an AUTHCATE account (consisting of username and password) that you may use to access IT facilities. It provides access to electronic services on the internet such as email, My.Monash, the library WebCT and the Web Enrolment System (WES). Your student email account is one of the main sources of communication between you and the university and you are expected to check it at least weekly. If you have also been allocated a Faculty email account it is important to arrange to have your student email account linked to this account (see below instructions on forwarding email to save you having to logon to two email accounts).

About your email

Email address

You are automatically allocated a Monash email account once you have your computer account. Monash uses web-based email systems, which allow you to access your Monash emails from anywhere in the world.

Your email address takes the form: Authcateusername@student.monash.edu.au. For instance, if your name is John Citizen, your Authcate username is jcit1, and your email address will be jcit1@student.monash.edu.

This is the official Monash address that the university will use to communicate electronically with you. The university does not record or send to non-Monash email addresses.

Email attachments

The largest file you can send or receive using Monash WebMail is 5MB

Forwarding email

You can forward your Monash email to another email address if you prefer. Once forwarded emails leave your mailbox in the university system, Monash cannot guarantee their delivery and copies of sent emails will not be kept.

To forward emails to a non-Monash account:

- Access your WebMail via: mail.monash.edu.au
- Click on *Options*, then *Forwarding and Delivery* - this will open a new window
- Enter your Authcate username and password again
- Click on *Email Delivery*
- Enter your preferred address in the *Forwarding Address* box
- Select *Forward emails to the address above*
- Click on *Submit Changes* then close this window.

https://my.monash.edu.au/wes/

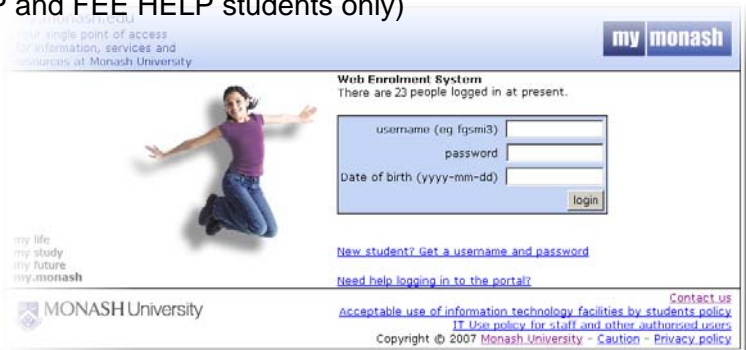
WES

Web Enrolment System

WES is available to most Monash University students. For problems with passwords and logging into WES, contact the ITS help desk <http://www.its.monash.edu.au/contact/service-desk.html>

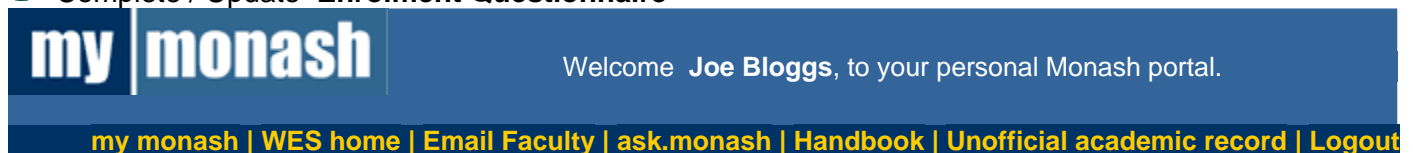
What you can do in WES (Not all options are available for HDR students)

- Enrolment / Re-Enrolment - Enrolment Questionnaire, unit enrolment, HECS-HELP, FEE-HELP
- Fees - View fee statement, apply for extension, make a payment etc.
- Results / Unofficial Academic Record
- Application Forms - Graduation, Student Letters, Academic Transcript, Intermission etc
- Change Postal, Home and Business Address, mailing Name Format and emergency contact details
- Commonwealth Assistance Notice (CAN) (for CSP and FEE HELP students only)
- Scholarship Details (Coursework students only)
- View Advanced Standing
- View Special Consideration status
- View exam timetable
- 2007 Class Timetable (Australian campuses only)
- Allocate+ (class allocation system)



Enrolment Steps

- To log into WES enter your **Authcate username, Password and DOB or Postcode**
- From the main menu, click on the **Enrolment** link
- Complete the following **Address details, Emergency contact details** and **'Mailing Name Format'** if required. **Note:** you must ensure that your postal address is up-to-date, if you do not have a current **Postal Address**, you will not be able to enter the **Unit Enrolment** module
- Complete / Update **'Enrolment Questionnaire'**



Student ID

12345678

Enrolment options

- [Enrolment summary](#)
- Enrolment questionnaire
- ID card

[Change address menu](#)

✓ Web Enrolment System (WES)

Check [Faculty and Course](#) requirements before enrolling. It is your responsibility to ensure your enrolment complies with course requirements. Arrange a meeting with your Course Adviser if you are unsure.

[Click here to update address, emergency contact details, and Mailing name](#)

Enrolment Summary:

Action	Module	Status
View/Change	Postal Address Emergency Contact Details <i>(Update Now)</i> Mailing Name Format <i>(Update Now)</i>	Last updated: 13/11/2006

View/Change	Enrolment Questionnaire	Last updated: 03/05/2001
	Click here for help	

Complete enrolment Questionnaire (for new to course students)



Address Module

[Top](#)

The address module will always appear in the Enrolment Summary. In this module, you can update your postal address and your emergency contact details.

It is of utmost importance that your postal address is **always current**, as all University correspondence will be sent to this address.

If you do not have a current postal address, all other modules within the Enrolment Summary will be greyed out. You will need to enter an updated postal address in order to proceed to the other modules within the Enrolment Summary.

Postal Address Link: This link will take you to the Address module within WES, where you can:

1. Update your Postal address (mandatory)
2. Update you Home address (mandatory)
3. Update you Business address

Emergency Contact Link: It is recommended that you enter these details for use in the case of an emergency. This link will take you to the emergency contact address module where you are required to enter:

1. Contact name
2. Contact address
3. Contact telephone number

Once you have entered your address details, click the "back to Enrolment Summary" to continue the enrolment process.

If you receive an error message and you are unable to update your address, contact Student Services immediately to resolve the problem. **You will not be able to continue with your enrolment until your postal address is entered.**

Enrolment Questionnaire

The information collected in this form is required by the Government (DEST) and Monash. It is compulsory for all students to complete this form in order to enrol. Some of the questions on this form should be updated each semester. You **must** complete this form before you are able to complete a HECS-HELP form (if applicable) or add units to your enrolment. You are required to:

1. Complete the questions
2. SUBMIT the form (button located at base of form)
3. Record the Transaction number that will appear on your screen once you have

clicked the **SUBMIT** button.

You will also receive an email with the Enrolment Questionnaire transaction details. Enrolment Questionnaire Transaction numbers will start with a 'Q'.

At certain times of the year, this form will be closed for update and a 'read only' message will be displayed. If there is **NO SUBMIT** button at the bottom of the screen, then the form is unavailable for update at that time. Contact student services for assistance.

Most fields in the enrolment questionnaire are compulsory, if you click SUBMIT without having completed these fields, an error message will appear at the top of the screen, and incomplete questions will be highlighted in Red. You will need to:

1. Complete the fields in Red
2. Click the SUBMIT button again
3. Wait for a Transaction number.

You are required to keep a record of your Transaction number for any further reference.

Note: YOU MUST CLICK 'SUBMIT' OR THE TRANSACTION WILL NOT BE COMPLETE.

Remember to  after making any changes.
Then wait for your Transaction Number.

- A 'transaction record' will appear on your screen, and you will also receive an email if your submission is successful
- If an error is returned, amend your enrolment and click 'Submit' again
- Be sure to record your transaction number for future reference

Submission successful
Transaction number U000751803

Having Problems?

- HDR students are unable to enrol in coursework units via the WES system. This is done by Faculty administrative staff. If you are required to enrol in a coursework unit/s as part of your degree please contact your Faculty research office.

This unit is not available for enrolment via WES, as it has been barred by your Faculty. Please contact your faculty to enrol in the unit manually.

- You may be barred from using WES if the Faculty has specific course requirements for your course, or you require course advice, or you have unpaid fees

Unit Enrolment (Read Only)



You can not change units-Barred by Faculty - Why?

Click [here](#) for help

Unit Enrolment (Read Only)



Undergrad closed for Enrolment - Why?

Click [here](#) for help

- If you encounter problems amending your address, contact Student Services immediately, as you will not be able to continue with your enrolment
- Any general problems or queries, please contact your Faculty or MRGS for assistance.

✓ Check [Faculty and Course](#) requirements before enrolling. It is your responsibility to ensure your enrolment complies with course requirements. Arrange a meeting with your Course Adviser if you are unsure.

Guidelines for Confirmation of Doctoral Candidature or Upgrade from Masters to PhD Code of Minimum Practice ♦

1. Period of Candidature

Probationary candidature is for the first 12 months of full-time (24 months part-time) candidature for all doctoral students with the exception of DPsych (Clinical and Neuropsychology) and DPsych (Clinical), where probationary candidature is for 18 months full-time. However, probationary PhD students who have made excellent progress may commence the confirmation process after a minimum period of 6 months of full-time (12 months part-time) candidature.

MPhil candidates with 100% research component are required to confirm candidature after 6 months of full-time (12 months part-time) candidature. MPhil candidates with a coursework component to their course are required to confirm candidature after 9 months full-time (18 months part-time) candidature. If, at the time that confirmation of candidature is due, the department believes that the applicant is likely to upgrade from MPhil to PhD in the future, the confirmation of MPhil candidature can be delayed until the upgrade takes place.

A candidate should normally be enrolled for a minimum period of 9 months of full-time candidature (or equivalent) before upgrading from Masters to PhD. Upgrade normally occurs after 12 months of full-time candidature (or equivalent). Upgrades will not normally be considered after 24 months of full-time candidature (or equivalent).

2. Evidence of Sufficient Progress

2.1 Oral Presentation

An oral presentation on the research project should be given either at a departmental seminar and/or viva voce. Members of the review panel (**see below for composition of panel**) must be in attendance for the oral presentation. The oral presentation should explore the research undertaken to date and the anticipated future directions of the research program.

2.2 The review panel and review panel report

A review panel should be convened to discuss with the candidate the written submission and oral presentation, to consider the evidence presented and to make a recommendation in relation to the confirmation of doctoral candidature or upgrading to PhD. The panel should comprise **at least three** members: the School Graduate Coordinator or nominee (convenor); the candidate's supervisor(s); another member conversant with the general area of research but not directly involved with the candidate's specific project. This third member may be drawn either from within the department/faculty or from outside it. Where more than one supervisor is present on the review panel, the second supervisor cannot replace the third panel member, who must be independent from the candidate's research. In these circumstances a fourth panel member is required. Please note that the oral presentation as *viva voce* can be incorporated in the review panel meeting. It is expected that members of the review panel will be senior academic staff members with extensive experience in supervising doctoral students.

The convenor of the review panel should provide a signed report which details the following:

- An assessment of the candidate's achievements during the period of probationary candidature or masters candidature (in the case of upgrade)
- The panel's feedback and directions to the candidate
- Any changes to the research proposal which are required and if these have been completed
- The panel's recommendation with regard to confirmation/upgrade.

2.3 Written Submission

A progress report and publication list (if applicable) should be submitted. The progress report should be a minimum of 1,000 words but some faculties have different requirements. For example, the Faculty of Arts requires a 7,000 to 10,000 word report and a chapter of the thesis. The Faculty of Law requires an additional piece of written work of up to 7,000 words. The Faculty of Engineering requires a 5,000 to 7,500 word report.

A suggested format is as follows:

Title of thesis

Statement of the research problem

- (i) introduction
- (ii) research question or hypothesis
- (iii) subsidiary questions
- (iv) review of relevant research and theory

The Procedure

- (i) theoretical and conceptual framework
- (ii) analytical techniques and research design

Time-table for completing thesis

Brief Bibliography

List of publications produced during probationary candidature (if applicable)

♦ Please note that faculties may have additional requirements for confirmation of candidature. You should discuss this with your supervisor before commencing the written report.