Candidature management

25 March 2015

(this *complements* the online induction for *Adelaide Graduate Centre*)

Cam Grant
Candidature management

- What’s new – for experienced supervisors
- Induction programs
- Important milestones in candidature
- Assistance and support
- Financial support for your research
- Academic matters
- First milestone: complete the Core Component of Structured Program (CCSP)
What’s new (for experienced supervisors)

1. Major review of progress
   – panel speaks to student in absence of supervisors

2. Please remind your students about:
   – AGC online induction: requires certification x 3 after completing the worksheet
     • https://sms.gradcentre.adelaide.edu.au/mainflow/main
   – Ron Smernik’s writing groups, meet monthly, stage of candidature
   – RED (researcher education & development) resources
     • MyUni course for AFW HDR students, RSCHSCI 8123
What’s new (for experienced supervisors)

3. Supervision rules:
   – HDR students cannot supervise HDR students (AGC rules)

4. Decide on *Independent Advisor* early

5. Discuss budget for project with DHOSLT or PGC
   – Let Aileen Yeo know whether student is eligible for *School safety net* support
     • up to $4,000 pa *(pro-rata)* or change of circumstance. DO NOT ASSUME $AFW$ IS AVAILABLE!
Inductions for new students

- University (AGC): within a month of enrolment
  - Make sure you print off the 3 certifications

- School: 4 per year (Mar, July, Sept, Dec)

- Supervisor/lab group: informal

- Occupational Health, Safety & Wellbeing (OHS&W): On-line courses, School induction, Research group-specific practice

- Information Handbook for HDR Students and their Supervisors in AFW 2015
  - Complete **Induction Checklist** (pp 35-36) and get my signature **today**
Important milestones in candidature

• Getting started
• Completing the CCSP
• Major Review of Progress
• Thesis Preparation Review
• Annual Review of Progress
• Thesis submission

Summary of milestones on p12 and p42 School Handbook (Gantt chart available as Excel file – adapt to your project)

NB download forms direct from AGC website (they change!)
Important milestones in candidature

Getting started

• Student’s responsibilities:
  – Pursue research of the highest standard
  – Organize your time for minimal interruption to ensure you complete within time-frame allowed for your degree
  – Engage with your project – don’t simply be the technician
  – Communicate effectively with supervisors and colleagues – address problems early, don’t let them fester!
  – Become familiar with appropriate rules and policies
  – Record and lodge original data with the University
  – Keep a log book to document training, research highlights, discussions, etc. – use during reviews
Important milestones in candidature

Getting started

• Supervisor’s responsibilities
  – Principal supervisor coordinates supervision
  – Provide academic guidance
  – Be committed to providing high quality supervision (including keeping up to date with best practice, and undertaking training in supervision)
  – Communicate effectively with student (NB two-way)
  – Liaise with organizations in which student is involved (e.g. a CRC) where appropriate
Important milestones in candidature

Getting started

• Student and supervisors
  - Select and plan a project
  - Develop a project that:
    ✓ will make a significant and new contribution to knowledge
    ✓ is achievable within the time-frame of the scholarship and with the resources available (supervisor’s advice essential)
  - Discuss budget and financial support with your supervisor, Deputy Head of School LT & PGC

IF no other funds, School will allocate up to $4,000 pa (including provision of a computer, travel to conf etc). If you are not sure whether you are eligible, ASK, because financial misunderstandings can force you to re-think your project and slow you down.
Important milestones in candidature

Getting started

• **Postgraduate Coordinator (PGC)**
  - Helps administer candidature
  - Available to offer advice and support (confidential)

• **Independent Advisor (IA)**
  - Supervisors and student choose IA in first month
  - S/He is **not** directly involved in supervision of project (i.e. not an “external supervisor”)
  - IA reads and comments on your project proposal and its feasibility within time-frame
  - takes part in *Major Review* and *Thesis Review*
  - acts as a “sounding board” for ideas
Important milestones in candidature

Complete CCSP

- In first 4 mo. (due at 6 mo. but do it sooner if possible so you can begin research early)
- Research proposal (incl. literature review)
  - generic *pro forma*, details later
- Present introductory seminar to your Research Group
  - at ~ 3 mo. coordinate with supervisor & Research Group Convener
    - incorporate feedback into research proposal → form on web
- Draft proposal to supervisors, then revise, to IA, revise, then finalize
- Attend OHS&W training
Important milestones in candidature

Complete CCSP form

– Make sure all sections of form are completed
  • Include details of funding (budgeted cost & School support expected)
  • Record what student and supervisors agree with respect to co-authorship of papers – *don’t just tick “Yes”*

– Attachments
  • Minimum resources *pro forma*
  • Research proposal
  • Any clearances necessary (e.g. bio-safety, animal ethics)
  • Safety management plan
  • Certificates for training in research code of conduct x 3

– Certification required
  • **Student**: read and understand declarations, *then* sign
  • **School**: Supervisor, PGC (who will read + check) and Deputy Head of School Chris Ford (who will ratify + submit to AGC)
  • *allow plenty of time*
Important milestones in candidature

The CCSP form and recording data

• Student’s certification:

  “I acknowledge that I am required to conduct my research according to the requirements of *The Australian Code for the Responsible Conduct of Research* and that it is a requirement that I lodge all the original data or primary research materials with the University or my Principal supervisor. I recognize that if I fail to do so, I will be in breach of *The Code* and my thesis will not be accepted for examination.”

• Use a lab book or Microsoft Office OneNote 2007 (access via “All Programs”) – see handbook Appendix 5 (p 40) and discuss with supervisor

• AFW policy: Lodge all original data at least annually, as part of the Annual Review of Progress
Important milestones in candidature

**Major review**, 11 months after enrolment

- Candidature is ‘provisional’ until the Major Review completed
- Research potential and commitment are assessed
- Important, so take it seriously

**Critical**, rigorous, fair assessment; 4 poss. outcomes:

- ✔ Candidature confirmed (best outcome), perhaps after some modification of research plan
- ± Candidature remains ‘provisional’ for a probationary period of 3-5 mos, during which specific tasks to be completed
- △ Candidature changes from PhD to Master
- ✗ Candidature terminated
Important milestones in candidature

Major review: See School website “Major Review of Progress”

- Student writes report on progress + plans for remainder of candidature, incl. GANTT chart
- Principal supervisor writes report about student’s progress and research potential
  - Student gives short seminar (ca 20 min) to Research Group on progress and plans

- **Review Meeting**: student, supervisors, PGC, IA, Group Convenor/delegate (and support person if you wish)
- Panel assesses progress and potential during discussion
- Panel (usually chair) speaks to supervisors and student in turn
- Panel deliberates in absence of student and supervisors, who then re-join meeting to hear decision
- PGC writes a report to the Dean of Graduate Studies, collects signatures and submits forms to AGC (via Deputy Head of School)
Important milestones in candidature

Thesis Preparation Review

Aim is to help students organise thesis before scholarship runs out → otherwise you may NEVER finish!

- Master by Research: 12-15 mo.
- 3-year PhD scholarship: 24 mo.
- 4-year PhD scholarship: 36 mo.

- Informal (see AFW handbook p 20)
  - Student provides supervisors and IA with thesis outline
    - chapter headings
    - content as dot points
  - Student, supervisors and IA meet to review progress, plan completion of thesis
Important milestones in candidature

Thesis preparation review meeting

• Discuss status of thesis or outline
• Identify any gaps and decide what experiments (if any) are needed to provide enough data for a thesis
• Develop timetable for drafts of thesis
• Supervisor prepares brief report of meeting & sends to PGC
• If progress unsatisfactory – consult PGC and discuss options
Important milestones in candidature

Annual Review of Progress + development plan

- Form available from the AFW or AGC websites:
- University requirement (due 31 Oct each year), and covered in AGC induction
- Discuss progress, plans and any problems with PGC
- Document any impediments to progress (*this is very important if scholarship/candidature extensions required*)

- Annual postgraduate symposium (2nd sem each year)
  - All mid-candidature students present short update
  - All students and supervisors attend
  - Awards for best presentations and participation
Important milestones in candidature

**Thesis submission**

- Master by Research or MPhil: 1.5 - 2 y
- 3-year PhD scholarship: 3 - 3.5 y
- 4-year PhD scholarship: 4 - 4.5 y

- Complete all experimental work **at least 3 mo.** before intended submission date
- Writing always takes longer than expected, so start early
- Notify AGC of intention to submit, 3 mo. beforehand
- Present final seminar to Research Group
Important milestones in candidature

Completion

- Examiners’ reports
- Corrections
- Lodge corrected bound thesis with AGC (with digital copy)
- Celebrate !!
Assistance and support

- Supervisors and ‘Independent Advisor’
- Postgraduate Coordinators – have you met yours?
- Academic Programs Officer
- Head of School, Deputies and Research Group Conveners – do you know who these people are?
- Ron Smernik’s writing groups
- Professional Staff
  - administration, finance, student services, occupational health, safety and wellbeing

Contact details in AFW Handbook, pp 22-23
The Agriculture Postgraduate Society (AgPOGs) and representation

- Promotes social and professional development events on Waite campus
- AgPOGs Committee (see handbook p 24)
- AgPOGs email address list

School Postgraduate Committee:
Postgraduate student reps: Emily Thoday-Kennedy and Wai Lim, but this is relatively fluid, so find out.
Academic Programs Officer: David Hart
All Postgraduate Coordinators
Chair: Chris Ford
Support for your research activities

- Computer, email, internet
- Mail, fax, phone
- Photocopying
- Meeting rooms and tea rooms
- Cars, parking permits for other campuses
- Purchasing and petty cash
- Student card and after hours access
- Safety information
- Distribution list for AFW School Bulletin – check regularly
- Supervisor, APO, AgPOGs reps can help with these and see handbook, pp 26-29
Occupational Health, Safety and Wellbeing

Everyone must complete:

• Online induction (see AFW Handbook p 9-10)
• School OHS&W inductions – watch for emails from Nicola Featherstone

Nicola Featherstone will advise of additional training, e.g.

– Manual handling
– Cryogenics
– Chemical safety management
– Biological safety management

– your contact details will be forwarded to Nicola after today’s induction session, so please sign the attendance sheet
Academic matters

• Research group meetings and seminars – when? Find out!
• Record keeping, intellectual property – procedures in YOUR lab?
• Research ethics – compliance essential
• Travel and field trips – approval required → UA insurance!
• Conference travel – approval required → UA insurance!
• Statistical analysis:
  - Research Methodology sessions (Dr Olena Kravchuk - TBA)
• Format of thesis – by Publication? Traditional? Combination?
• Researcher education and development (RED) programs
• Paid casual work (e.g. demonstrating): scholarship holders can work up to average of 8 h/wk
The Structured Program: core component

Research proposal

• Address the gaps in knowledge identified in a review of the literature

• School-specific version of Faculty template:
  – **please use this format, which is also used in the Integrated Bridging Program**

• Approx. 5,000 words (± 10%)

• Examples from supervisor (or Cam/Chris)

• NB Your Independent Advisor **must** read it and you need to address their comments, so allow time (at least 2 weeks)
  * your PGC or DHoS will ask if you have done this, and if you haven’t, this will delay things!
The Structured Program: core component

Structure of proposal:

1. Title
2. Summary
3. Project details
   3.1. Introductory background/ Literature review*
   3.2. Research questions
   3.3. Aims/Objectives
   3.4. Theoretical framework and methods
   3.5. Significance/ Contribution to the discipline
4. Budget *
5. Research plan and time-line
6. Skills training and professional development *
7. Other requirements
8. References
The Structured Program: core component

* 3.1. Introductory background/ Literature review

- Background to research project
- A critical evaluation of literature, **NOT** just a summary
  - Identify gaps in knowledge that your research will address
  - Clear sense of direction in your research
- 3000 words (±10%) excl. refs
- Update regularly and use in thesis
The Structured Program: core component

* 4. Budget

- Template available at AFW HDR web page
- Students who receive operating funds from the School must use this template
- Students who receive operating funds from another agency may find this form helpful
The Structured Program: core component

* 6. Skills training & professional development

- Ongoing professional development plan
- Develop in consultation with supervisors
- Example on School HDR website (download and modify to suit your requirements)
The Structured Program: core component

Introductory seminar

• 20 minute talk + 10 min questions
• Based on early stages of research proposal
  - background information
  - aims
  - methodology
• Present to Research Group at approx 3 mo.
• Feedback form – use to improve the research proposal
  see p 37 of handbook or go to School HDR web page
Postgraduate coordinators

Chris Ford
Deputy Head, L & T

Matthew Denton
Farming Systems, Plant Protection

Cameron Grant
Soil Science, Food & Nutrition

David Jeffery
Wine Science, Viticulture & Oenology

Ken Chalmers
Plant Breeding & Genetics, COE Plant Cell Walls

Eileen Scott
Deputy Head
Plant Protection

Students supervised by other PGCs

‘Who is my PGC?’ see AFW HDR webpage Problems/conflicts? - contact Chris…
The Biometry Hub is an active research group, which is engaged in all research activities of basic and applied research in statistics actively seeking novel research statistics problems in applications to the mainstream research in the Schools of Agriculture, Food and Wine, Animal and Veterinary Sciences, Environmental Sciences and other Schools in the Faculty.

The Biometry Hub is a provider of external applied statistics consulting, training and education services to the University of Adelaide, external customers and the wider community.
Contact us at olena.kravchuk@adelaide.edu.au

Level 2,
Main Bldg,
Waite Campus

Statistics support for HDRs at Waite

- Research workshops on data analysis and statistical methodology
- Individual consultations (up to 5 h per project)
- Research group consultations
- Research collaboration on projects
- Research (co)supervision (in data analysis and modelling)