Information Handbook for Higher Degree Research Students and their Supervisors in the School of Agriculture, Food & Wine 2013
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The University of Adelaide
Information Handbook for Higher Degree Research Students in the School of Agriculture, Food and Wine and their Supervisors

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Welcome to the School of Agriculture, Food and Wine

Message from the Head of School, Professor Mike Wilkinson, and Deputy Head of School, Professor Eileen Scott

Welcome to the School of Agriculture, Food and Wine. We are delighted that you have chosen to study with us. The University of Adelaide is Australia’s foremost university in agriculture and wine, and we have a growing and important activity in food and nutritional sciences. In 2012 we earned over $30 million in research income, which places the School as one of the top research areas of the University of Adelaide.

The School is organised into Research Groups which are a focus for discussions about research and provide a forum in which postgraduate students and others can present their research plans and results. Membership of the Groups is not rigid and staff and students can belong to more than one if they wish.

The School takes great pride in the quality and performance of its research and educational programs. Its facilities are state-of-the-art in many areas and we strive to provide a research environment of the highest international standard. In addition, we benefit from interactions with partner organisations on the Waite Campus including the South Australian Research & Development Institute (SARDI), the Commonwealth Scientific & Industrial Research Organisation (CSIRO), the Australian Wine Research Institute (AWRI), the South Australian Department of Environment and Natural Resources, and private companies such as Australian Grain Technologies and the Australian Genome Research Facility.

Undertaking a postgraduate research degree is an exciting phase in your development as a scientist. Indeed it is our expectation that you will make important and novel discoveries that will influence others in your field when published. The School aims to offer a supportive and vibrant research environment and we are committed to helping you develop your skills as a researcher. Toward this aim we offer a wide range of professional development opportunities each year, which we hope you will appreciate and find stimulating. We also encourage you to join the School’s Postgraduate Students Society (AgPOGS) and to take part in the many academic and recreational activities you will find at the University of Adelaide. We hope that you will find your studies here exciting, challenging and rewarding.
**Introductory Information**

**Purpose of this Handbook**

This handbook describes the procedures used in the School of Agriculture, Food and Wine to manage higher degree by research (HDR) candidature. It introduces the people and resources available to help students and supervisors. An electronic copy of this handbook plus relevant School-specific information and forms can be accessed directly from the School website: [http://www.agwine.adelaide.edu.au/students/pg/research/](http://www.agwine.adelaide.edu.au/students/pg/research/)

This handbook provides information about School-specific aspects and procedures for addressing several University requirements, including the:

- University’s postgraduate induction administered by the Adelaide Graduate Centre (AGC)
- School’s postgraduate induction program
- School’s Occupational Health, Safety and Wellbeing program
- Structured Program (Core Component of Structured Program)
- Annual Review of Progress
- Major Review of Progress
- Thesis Preparation Review

The School’s Postgraduate Committee will assign each new student to one of the School’s Postgraduate Coordinators, who can assist with any of the above requirements.

<table>
<thead>
<tr>
<th>Common Acronyms</th>
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<tr>
<td><strong>AGC</strong></td>
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<tr>
<td>Adelaide Graduate Centre</td>
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<tr>
<td><strong>AgPOGS</strong></td>
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<tr>
<td>Agriculture Postgraduate Students Society</td>
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<tr>
<td><strong>ACPFG</strong></td>
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<tr>
<td>Australian Centre for Plant Functional Genomics</td>
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<tr>
<td><strong>AWRI</strong></td>
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<tr>
<td>Australian Wine Research Institute</td>
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<tr>
<td><strong>CCSP</strong></td>
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<tr>
<td>Core Component of Structured Program</td>
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<td><strong>CSIRO</strong></td>
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<tr>
<td>Commonwealth Scientific and Industrial Research Organisation</td>
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Campus locations and activities

The School of Agriculture, Food and Wine is located on the Waite Campus of the University of Adelaide. The University administration is located largely at North Terrace Campus. Some activities, such as field work, may take place at Roseworthy Campus, where the University farm and the School of Animal and Veterinary Sciences are located.

Waite Campus

The Waite Agricultural Research Institute was established at the Waite Campus in 1924 following the bequest of Urrbrae House and 300 acres by Mr Peter Waite to the University of Adelaide. The Waite Campus is located in the Adelaide foothills with a view to the sea and is just 20 minutes from the city by car or bus.

“The Waite” is internationally renowned and encompasses the largest agricultural research complex in the southern hemisphere. Research at the Waite Campus has a strong focus on plant science, wine science and soil science. The seven Research Groups of the School are based here: Farming Systems; Food and Nutrition; Plant Breeding and Genetics; Plant Physiology, Viticulture and Horticulture; Plant Protection; Soil Science; Wine Science. The Australian Centre for Plant Functional Genomics (ACPFG) is also part of the School but it operates with a high degree of autonomy. It is an internationally-recognised centre for research on abiotic stress tolerance in cereals. In addition, the FOODplus Research Centre, jointly funded by the University and the Women’s and Children’s Health Research Institute, was established in 2009.

In 2008, the new Wine Innovation Central Building was opened on the Campus. This is part of the Wine Innovation Cluster (WIC), a joint venture between the School, AWRI, CSIRO and SARDI to provide research and development to the wine industry. A $22 million facility called The Plant Accelerator was launched in 2010. This is part of the Australian Plant Phenomics Facility (which also has a node in Canberra) and provides high-throughput, non-destructive measurement of plant physical attributes, previously a bottleneck in exploiting genomic and related information in plant improvement. A $31 million Australian Research Council Centre of Excellence in Plant Cell Walls was established in 2011 and is headquartered on this campus.

The Waite Research Institute (WRI) was launched in July 2010, established by the University to recognise the great research strengths it has on the Waite Campus. It is one of six Institutes established by the University in 2008 and 2009 and tackles fundamental problems related to sustainable agriculture and global food security.

For more information about Waite Campus visit: http://adelaide.edu.au/campuses/waite/

North Terrace Campus

Located at the north side of the Adelaide central business district, North Terrace Campus houses part of the Faculty of Sciences, most other Faculties of the University, and other facilities, such as Adelaide Microscopy. The major student support systems are located on the North Terrace Campus. The Adelaide Graduate Centre is located at Level 6, 115 Grenfell Street (for detailed list of AGC contacts see Appendix 8). For more information about North Terrace Campus visit: http://adelaide.edu.au/campuses/northtce/
**Roseworthy Campus**

Australia's first agricultural college was established at Roseworthy, 50 km north of Adelaide, in 1883. Roseworthy Agricultural College became part of the University of Adelaide in 1991. In 2009, the School of Animal and Veterinary Sciences was established on the campus. Research partners active at Roseworthy Campus include Australian Grain Technologies (AGT), Primary Industries and Resources South Australia (PIRSA) and the South Australian Research and Development Institute (SARDI). Roseworthy is also the location for collaborative research centres such as the Livestock Systems Alliance, Pig and Poultry Production Institute (PPPI) and the headquarters for the Pork CRC.

For more information about Roseworthy Campus visit: 

**Campus Maps**

Maps of Waite, North Terrace and Roseworthy campuses can be found at: 
Enrolment and Inductions

Supervisors, PGCs and staff in the Adelaide Graduate Centre will guide students through enrolment and induction. In the first instance, however, students and supervisors should read the current edition of the University’s...

Research Student Handbook

The University’s Research Student Handbook sets out the responsibilities of all those involved in postgraduate research education and gives all the relevant policies and procedures. Students and supervisors are encouraged to use the electronic version, which can be accessed at: http://www.adelaide.edu.au/graduatecentre/handbook/.

Students and supervisors have a responsibility to be aware of, and to abide by, the appropriate Academic Program Rules, and to adhere to the policies and procedures set out in the Research Student Handbook. When you have queries about higher degree administration, consult the handbook in the first instance. If you are unable to find the answer there, contact the AGC (http://www.adelaide.edu.au/graduatecentre/about/contact/), David Hart, your PGC or the Deputy Head of School (Postgraduate research).

Academic Program Rules

The full text of the Academic Program Rules for higher degrees by research in the Faculty of Sciences is available at: http://www.adelaide.edu.au/graduatecentre/program_rules/sciences/

Inductions

Postgraduate Research Induction

As of January 2013, the University Postgraduate Research Induction provided by the AGC is available online to HDR students as a course in MyUni. This online induction must be completed within one month of enrolment. The course includes an introduction to the AGC and the Research Student Handbook, responsibilities of student and supervisors, research conduct, training and professional development, and student services. Details can be found at: https://www.adelaide.edu.au/graduatecentre/milestones/induction/

School of Agriculture, Food and Wine Inductions

School-level and Supervisor-level inductions occur throughout the year. The School-level inductions occur four times per year. Students are expected to take part in the first available session after enrolment and completion of the AGC induction. Supervisor(s) should also take part unless they have already participated in a similar induction during the same calendar year. Students and supervisors will be invited to the appropriate induction by the Academic Programs Office or the Deputy Head of School (Postgraduate research). Information about candidature management procedures in the School will be presented and students will be introduced to the School Student Services Team, professional staff, members of the Postgraduate Committee and the Postgraduate Students Society (AgPOGS). Information and
activities to be covered at the School induction are listed in the Induction Checklist (Appendix 1), which can be photocopied or downloaded from the AFW website: http://www.agwine.adelaide.edu.au/students/pg/research/ and should be included as part of the documentation for the CCSP when complete.

**Occupational Health, Safety and Wellbeing Induction**

Students must complete the Occupational Health and Safety (OH&S) induction within the first month of enrolment. Please complete the online course “SCIENCE 8001 The Faculty of Science OH&S Induction”, which is accessed via MyUni. New students should automatically be enrolled but if this course does not appear on your MyUni page, please enrol through “Access Adelaide” (https://access.adelaide.edu.au/sa/login.asp).

Familiarity with the OH&S rules for a safe laboratory and field work environment is essential if you are to conduct research without risk to yourself or your colleagues. At the School induction you will be informed about OH&S training specific to the School.

**Enrolment matters**

During candidature students may need to alter aspects of enrolment, personal details, or to take leave of absence. A full list of forms and related policies is available at: http://www.adelaide.edu.au/graduatecentre/forms/

Where the form asks for the Head of School’s signature, the Deputy Head (Postgraduate research) will usually sign. Completed forms should be lodged with the AGC via the campus mail system, addressed to “Adelaide Graduate Centre, 115 Grenfell St, Level 6”.

NB. Full-time students are entitled to 4 weeks of annual leave per year of candidature without having to submit an application for leave of absence.
Important Milestones in Candidature

Introduction

In the School of Agriculture, Food and Wine, we see HDR students as being at the core of our research activities. Therefore, we aim for best practice in candidature management and supervision to ensure that our research students have a positive experience during candidature and complete a good thesis in a timely manner.

Candidature management should begin with careful selection and an interview (in person or by telephone) to ensure a good match between student, supervisors and research area. It continues with active participation and commitment from students and supervisors, with support from the PGCs, Research Group, the School, the AGC and other relevant parts of the University. All participants must be aware of their responsibilities, as detailed in the research student handbook and summarised below. Effective support and regular monitoring of progress facilitate successful and timely completion of the degree.

The University of Adelaide’s administration of HDR candidature is subject to the conditions of the Federal Government’s Research Training Scheme (RTS). This scheme aims to enhance the quality of research training provided in Australia. The RTS places emphasis on timely completion, which is defined by the University of Adelaide as “outcome of thesis examination advised by AGC”. Delayed completions carry significant financial penalties for the University and the School so we want students to complete their degree in good time.

When developing the research project, therefore, it is important that the aims are achievable within the time-frame of the scholarship (for a PhD, usually 3 years, in some cases, 4 years), that appropriate resources are available and that student and supervisors are committed to making it work. When a student does not submit a thesis before the scholarship expires, the thesis often is not submitted until much later, or may never be submitted. We therefore recommend that students aim to complete all experimental work by 2 years 9 months (for a 3 year scholarship), or by 3 years 9 months (for a 4 year scholarship) and to complete writing up within the time-frame of the scholarship.

To help manage candidature, the School has adopted a standard practice to help students complete the structured program, major review, thesis preparation review and annual reviews of progress, as outlined in the summary of deadlines below. For students enrolled half-time, the deadlines will be adjusted accordingly.

Information about managing each stage of candidature is provided in this handbook. Students and supervisors must be aware of the deadlines and work toward them. Any difficulty in meeting a deadline needs to be discussed with your PGC. The AGC also needs to be kept informed, otherwise they may automatically suspend candidature and scholarship.
Summary of Deadlines for Each Stage of Candidature

<table>
<thead>
<tr>
<th>Time after enrolment</th>
<th>What needs to be done</th>
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| 1 month              | Online AGC induction completed.  
                        | Online University OH&S Induction course completed.  
                        | Independent advisor appointed. |
| 3 months             | School Induction Program and Checklist completed |
| 3 months (approx)    | Introductory seminar presented to the Research Group |
| 4 months             | Research proposal has been reviewed by supervisors and also by the independent advisor |
| 6 months             | Core Component of Structured Program (CCSP) completed and forms submitted to AGC via the PGC and Deputy Head (Postgraduate research). |
| 11 months            | Major Review of Progress conducted |
| 12 months            | Major Review of Progress report submitted to AGC and candidature confirmed if satisfactory |
| October each year    | Annual Review of Progress submitted to AGC |
| Mid-candidature      | Research update presented in School’s Annual Postgraduate Symposium (September/October) |
| End of 2nd or 3rd year (for 3- and 4-year PhD scholarships, respectively) 12-15 months for Masters | Thesis preparation review conducted and PGC notified |
| 3 months (approx.) before completion | Final seminar presented to Research Group (open to School) |
| 3 months before completion | Experimental work completed. Notification of intention to submit form submitted to AGC |
| 1.5 – 2 y (Masters) 3 – 3.5/4 – 4.5 y (PhD) | Thesis submitted for examination |

Supervisory Arrangements

Each HDR student will have a minimum of two supervisors, at least one of whom has a strong track record in supervision. All supervisors must be included in the register of eligible supervisors (http://www.adelaide.edu.au/graduatecentre/staff/supervisor_register/). Responsibilities of student and supervisor(s) are set out below (adapted from the Research Student Handbook 2013).

Responsibilities of the student (overview) See Research Student Handbook Appendix 2, sections 6.1-6.4 for details. Students should:

- Ensure effective communication with the University and the supervisors.
- Read and abide by the appropriate rules and policies (listed in section 6.2).
- Pursue research at a high standard and without interruption as far as possible, to ensure completion within the timeframe allowed for your degree.
- Adopt safe and ethical work practices.
- Complete and lodge appropriate paperwork as required.
- Take the initiative in raising awareness of problems and sharing responsibility for seeking solutions.
- Keep a log book (distinct from laboratory notebooks) to document all seminars attended and presented, training undertaken (including OH&S training, use of
equipment), research highlights, notes of discussions with supervisors and similar items of interest. This is a requirement of the School and should be presented at each annual review of progress.

**Responsibilities of the supervisors (overview)** See Research Student Handbook Appendix 2, sections 5.1-5.6 for details: The principal supervisor has primary responsibility for coordinating the supervision process. Supervisors should:

- Be committed to providing high quality supervision and should be familiar with the University’s academic program rules and the policies and procedures governing research degrees.
- Maintain membership of the University’s register of eligible supervisors and participate in training in supervision as directed by the School or the RED Committee.
- Maintain membership of the HDR supervisors’ mailing list.
- Communicate with and assist the student with any questions or problems they may experience.
- Provide academic and administrative guidance to the student at all stages of candidature (as set out in sections 5.3-5.6).
- Support the student in interactions with external organisations or funding bodies (e.g. a Cooperative Research Centre); the principal supervisor is normally responsible for liaising with that organisation and ensuring that reporting and other commitments are met.

Within 2 weeks of enrolment, the principal supervisor should introduce the student to the convenor of the Research Group.

Within 4 weeks of enrolment, student and supervisors should choose an independent advisor for the project and contact the Research Group convenor to arrange a date for the introductory seminar.

**Appointing the Independent Advisor**

It is a requirement in the School of Agriculture, Food and Wine that each HDR project has an Independent Advisor, who will have some knowledge of the area of research but is not directly involved in supervising the project. This person is chosen by supervisors and student, and will provide comments on the research proposal, attend the introductory seminar, and take part in the Major Review and other reviews of progress as required. S/he will maintain contact throughout candidature to provide advice and a “sounding board” for ideas, and will be able to assess progress.

The principal supervisor will provide the independent advisor with details of what is expected of them (see template letter in Appendix 2, available as a Word file from [http://www.agwine.adelaide.edu.au/students/pg/research](http://www.agwine.adelaide.edu.au/students/pg/research)). The name and contact details of the independent advisor needs to be recorded on the School induction checklist for completion of the CCSP.

**Planning the Project**

The student should develop a research plan in consultation with his/her supervisors. Discussions may begin before the student arrives. The proposed project must be feasible within the time-frame and budget of the scholarship and the necessary resources and equipment should be available in Adelaide unless arrangements are made for the student to work elsewhere. The independent advisor will provide advice on the research plan.
Research Project Support
The principal supervisor should confirm funding arrangements with the School Manager at enrolment. In the absence of a named scholarship or any other source of operating funds, the School may provide, via the principal supervisor, an operating allocation of up to $4,000 per year for the project; this sum includes purchase or lease of a computer. However, it is a requirement that the supervisor inform the School Manager and Deputy Head of School (Postgraduate research) if project support is obtained from non-School sources at any time during the project. A budget must be submitted as part of the research proposal, to justify expenditure of School resources, using the budget template available at http://www.agwine.adelaide.edu.au/students/pg/research/index.html.

The ‘Structured Program’

The ‘Structured Program’ was developed to provide support for students in the early stages leading toward the confirmation of candidature at approximately 12 months. The overall aim of the structured program is to enhance the student’s ability and skills to undertake effective research at postgraduate level, thereby optimising the chance of success. The structured program consists of a core component and a development component.

Core Component
All students enrolled for a PhD, Master by Research, or Master of Philosophy are required to complete the Core Component of the Structured Program (CCSP) within the first 6 months (or half-time equivalent) of candidature. The CCSP comprises formal and non-formal elements.

The formal part of the CCSP includes:
- Participation in a School of Agriculture, Food and Wine induction.
- Regular attendance at Research Group and School seminars.
- Preparation of a research proposal, following the template described below, that has been reviewed by the supervisors and independent advisor.
- Presentation of a seminar outlining the research proposal to the Research Group, at about 3 months post-enrolment.
- Completion of the Minimum Resources pro forma, which outlines the resources required to conduct the research successfully.
- Completion of an HDR Safety Management Plan.
- Completion of compulsory training modules in the Australian Code for the Responsible Conduct of Research.

Development Component
This comprises a plan for ongoing skills training and professional development during candidature. Attendance at seminars and workshops, including those offered by the RED unit, is an essential activity and is included as part of the research proposal.

Research Proposal
The research proposal, which includes a literature review, is designed to ensure that, within the first 4 months of candidature, each student is aware of the background for their research project, and has developed a clear sense of direction in their research.

Please use the School-specific version of the template developed by the RED unit, which can be obtained from the School website: http://www.agwine.adelaide.edu.au/students/pg/research/
The research proposal should be about 5,000 ± 500 words long. Content and structure should be discussed with the supervisors (see guidelines below, and style guide in Appendix 4). Examples of good proposals are available from the Deputy Head (Postgraduate research) or the Academic Programs Officer.

A draft of the research proposal and literature review should be submitted to at least one of the supervisors for comment. The document should then be submitted to the independent advisor, who is asked to comment on the science and feasibility of the proposal rather than on presentation. Comments from the independent advisor should be addressed to the satisfaction of the supervisors, and an email to this effect should be sent to the appropriate PGC by either the supervisor or the independent advisor.

Guidelines for Completing the Research Proposal
The Introductory Background or literature review forms the basis from which the specific hypotheses and the research are formulated. When reviewing the literature, it is important to take note of what has not been done as well as what has been done.

This section should include an organised and brief but critical review of the literature pertaining to research that has been undertaken previously in areas related to the proposed project. In a logical progression from the broad perspective to the specific, clearly define the gaps you have identified in the literature and so justify the need for the proposed research. The review should be about 3,000 – 3,500 words long (excluding references).

The literature review should lead into a clear statement of the Research Questions, in which you summarise the gaps in the literature your project will address. This should be followed by a brief statement of the hypothesis or the Aims and Objectives of the Project.

The next section, Theoretical Framework and Methods, should include an outline of the methodology (aims and design of experiments, description of specific procedures) and statistical analyses to be used. There is no need to go into great detail about well-established techniques, but rather indicate the range of methods that might be used and the outcomes that might be achieved. Additional detail should be given only where development of new methodology is expected or where difficulties may be encountered. Identify where assistance might be sought (other than from your supervisors), for example, advice on statistics.

The methodology section should be followed by a brief statement of Significance or Contribution to the Discipline. This might begin with a statement of the expected outcomes and will round off the proposed research.

The next sections should comprise an indicative Budget for each year of the project, prepared using the School HDR budget template, which can be downloaded from the School website: (http://www.agwine.adelaide.edu.au/students/pg/research/), and a Timeline in which you summarise the schedule of your main activities and experiments. Ideally, you should enter the activities into a GANTT planning chart, which can be downloaded from the School website (as above) and adapted to suit your project.

You also need to record a plan for Skills Training and Professional Development to be undertaken in the course of HDR candidature. This should be prepared in close consultation with your principal supervisor, and might include participation in RED unit workshops, seminars and Research Group meetings, training courses and conferences. An example of a
professional development plan can be downloaded from the School website: (http://www.agwine.adelaide.edu.au/students/pg/research/) and modified as required.

Additional information relating to matters such as intellectual property, research ethics, particularly quarantine, and biohazards, should be provided in “Other Requirements”.

Finish with a complete list of References cited in the document, in alphabetical order.

**Student’s Certification and Assessment of Progress**

Note that in signing the completion of CCSP form, you are:

(i) declaring that you have read the University Policy and Guidelines on Plagiarism and that your research proposal is free from plagiarism,

(ii) acknowledging that you will conduct your research according to the requirements of The Australian Code for the Responsible Conduct of Research (http://www.nhmrc.gov.au/guidelines/publications/r39 and http://www.adelaide.edu.au/research/integrity/code/) and will lodge all original data or primary research materials with your principal supervisor (see also Appendix 5).

The plagiarism policy defines and outlines the University's prohibition of plagiarism and summarises the ways in which the University prevents, detects and penalises plagiarism. The guidelines in the policy document (http://www.adelaide.edu.au/policies/230/) provide advice for staff and students on the implementation of the policy. Useful guidelines on how to avoid plagiarism can be obtained from the RED unit module “Plagiarism and independent research writing” (see Educational Programs, page 37).

**Introductory Seminar**

This should be approximately 30 minutes in duration (a 20-minute talk plus 10 minutes for questions). The seminar should be an oral presentation of the draft Research Proposal, and should focus on relevant background information, aims and proposed methodology.

Students are strongly encouraged to attend the RED unit session on seminar presentation skills prior to their introductory seminar. They should also seek the help of their supervisor/s in preparing and practicing for the presentation. Many students practice their presentations in front of their lab group or a small group of fellow students before the actual presentation.

The seminar will be reviewed by members of the academic staff in the Research Group, and their comments provided afterwards, using the form shown in Appendix 3.

**Completion of Core Component of Structured Program**

Once the student has completed the core component of the structured program (CCSP), the student and principal supervisor must complete the CCSP form. The form and guidelines can be downloaded from the “forms” section of the AGC website (http://www.adelaide.edu.au/graduatecentre/forms/#C) by clicking on the link for “Core Component of the Structured Program”. Submit the completed form to the AGC via the designated PGC and the Deputy Head (Postgraduate research), together with the completed research proposal plus any required clearances (e.g., animal ethics, biosafety approval – provide a copy or permit number). If a Student Project Participation Agreement (SPPA) is required (and was not submitted at enrolment), this needs to be included with the CCSP. Please note that the CCSP and associated documents require signatures from the principal
supervisor, PGC, and the Deputy Head of School (Postgraduate research), and the Deputy Head will require evidence that the independent advisor has commented on the research proposal and that those comments have been addressed. The CCSP must be completed within 6 months of the enrolment date; if the forms are not lodged with the AGC by 3 weeks after the due date, enrolment may be terminated. Getting signatures can take time because the PGC and the Deputy Head (Postgraduate research) need to check the details, so please do not leave things to the last minute.

All sections of the CCSP form must be completed. Exemplars are available from the School Academic Programs Officer or the Deputy Head of School (Postgraduate research). Please note that where you are required to tick “yes” or “no”, an explanation is also required, particularly in relation to:

Section A. Financial implications: include an estimate of the cost of the research and record how much the School has agreed to contribute (as agreed with the School Manager).

Section D, Higher Degree by Research Safety Management Plan: identify any risks to which you might be exposed while undertaking the project.

Section E, Authorship: record the way in which authorship of publications arising from the research will be determined.

Section F, Intellectual Property Issues,
3a: Have attempts been made by the Supervisor/s to obtain external funding?
3b. Are funds available for the establishment of a scholarship or supplementary scholarship to assist in the research? Record here the sources and amounts of financial contributions to the project from external sources.

Section E, Intellectual Property Matters. It is the principal supervisor’s responsibility to make the student aware of the consequences of signing an SPPA. The University’s Intellectual Property Policy is covered in the AGC induction.

Annual Review of Progress

With a few exceptions¹ all HDR students, including those on leave of absence, are required to complete the Annual Review of Progress – this is covered in the AGC induction. Student and supervisors should review progress towards milestones set out in the research proposal (or subsequent completion plan). During the Annual Review, the student should give the principal supervisor all their notebooks and records from the preceding year. Completed Annual Review forms must be submitted to the AGC before 31 October each year, unless a special extension to the due date has been approved. The PGC conducting the interview will advise on his/her preferred process for submitting the Annual Review to the AGC. The form and the associated documents for the Annual Review of Progress are emailed to the student by the AGC but can also be downloaded from: http://www.adelaide.edu.au/graduatecentre/review/

¹ The following students do NOT have to complete an Annual Review in 2013: Those who: enrolled in 2013; submitted thesis before 31 Dec 2013; withdraw from candidature, candidature lapses before 31 Oct 2013.
Major Review of Progress

All HDR students are provisionally enrolled for the first 12 months of candidature. To have candidature confirmed, a student must complete a Major Review of Postgraduate Progress. The Major Review must be sufficiently rigorous to identify (and resolve) any stumbling blocks so that completion within time-frame is achievable or candidature is changed. The Major Review is, therefore, a **critical step** in the management and progression of candidature, at which a student’s **potential and commitment** to complete the research degree are assessed. The review may result in a modification of the research plan, or if progress or commitment is judged to be unsatisfactory, the following may occur:

(a) The student may be given a probationary period of 3-5 months in which an extended Major Review will occur. During this period, the student must complete a series of project-specific tasks to the satisfaction of the review panel;
(b) The student may be required to change enrolment from PhD to a Master by Research or Master of Philosophy or other qualification; or
(c) Candidature may be terminated.

The form and guidelines for the Major Review can be downloaded from the AGC website (http://www.adelaide.edu.au/graduatecentre/forms/#M) by clicking on the following icons: “Major Review of Progress - towards a Doctor of ....” or “... Master of...” “Major Review Gantt Chart Template” + “Gantt Chart completed example” or “Major Review Completion Plan Example”.

©Sidney Harris cartoon [www.sciencecartoonsplus.com](http://www.sciencecartoonsplus.com)

The School of Agriculture, Food and Wine requires that the Major Review should be conducted by 11 months after enrolment, as follows:

- The student contacts his/her designated PGC, who will then organise and chair a candidature confirmation review panel comprising the independent advisor, supervisors and a senior academic in the Research Group (usually the convenor).
- The student prepares a 1-2-page summary of progress to date and milestones for the coming year, and circulates this to the review panel at least 48 hours before it meets.
- The principal supervisor prepares a 1-page summary of progress on behalf of all supervisors, and circulates it to the review panel at least 48 h before it meets.
- The student presents a short seminar (approximately 15 minutes) on his/her progress to the Research Group and answers questions from the audience.
- The student and the review panel withdraw for further discussion and to consider the written reports. The student may bring a support person to this meeting.
- The PGC will then ask the student (and support person) to leave while the panel discusses progress. The student returns and the supervisors leave, so that the other members of the panel can explore any issues with the student. The chair may also speak to the student in the absence of all other panel members.

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The chair will inform the student and the panel of the decision. The review panel will discuss specific issues with student and supervisors if necessary.

The form for the Major Review should be completed at this meeting, after which the PGC will write a short report, incorporating comments from the independent advisor if s/he does not provide a written report, and setting out the recommendations of the panel. The PGC forwards all documents to the Deputy Head of School (Postgraduate research) for ratification and submission to the AGC, and will also report the outcome to the School Postgraduate Committee.

**Thesis Preparation Review: Planning the Thesis**

©Sidney Harris cartoon  
www.sciencecartoonsplus.com

The School of Agriculture, Food and Wine requires that a Thesis Preparation Review occur at 12-15 months for a Masters candidate, 24 months (for a 3-year scholarship) or 36 months (for a 4-year scholarship) for a PhD. This review is designed to allow planning of (i) experimental work required to complete the thesis and (ii) writing up, so that the thesis is well underway during the final year.

The student, supervisors and independent advisor meet to review progress and to plan the completion of the thesis within the timeframe of the scholarship. In advance of the meeting, if there has been no prior development of a thesis outline or more detailed document, the student should provide their supervisors and independent advisor with a draft thesis outline, comprising chapter headings and contents (as dot points).

At the meeting, the student, supervisors and independent advisor should discuss the status of the thesis or thesis outline, and identify experimental work to be completed in the forthcoming 6-9 months. A timetable for submitting drafts of the thesis should be developed at this stage.

A brief report of the meeting by the principal supervisor should be forwarded to the PGC, who will lodge it with the School’s Academic Programs Officer. If progress is deemed to be unsatisfactory, the PGC will be consulted and formal University procedures may be invoked.

**Mid-candidature Update at the Postgraduate Symposium**

Mid-way through candidature (following the Major Review), students are required to give a presentation at the School of Agriculture, Food and Wine Annual Postgraduate Symposium, which is held in late September or early October. The symposium is organised by the School Postgraduate Committee and AgPOGS, and is designed to feed into the Annual Review of
Progress. Students who have given their introductory seminar within the last 12 months and those due to give their final seminar in the coming 6 months are expected to attend but not required to speak. Invitations to present are emailed to students (cc principal supervisor) in advance of the event.

Completion Plan

The completion plans submitted as a component of the Annual Review of Progress will be collected and monitored by the Postgraduate Committee during the final year of candidature. It is important that the completion plans are realistic and that both students and supervisors are committed to achieving them with as little slippage as possible.

Final Seminar

Approximately 3 months before the intended thesis submission date, the student is required to present a final seminar; questions and feedback should help with finalising the thesis. The seminar is hosted by the Research Group and arranged in consultation with the PGC and the Research Group Convenor (and advertised in the School Bulletin). These seminars should be viewed as a celebration of the achievements during the project and are typically accompanied by a morning or afternoon tea. The seminar should be about 40 minutes with 10-15 minutes for questions and discussion.

Thesis submission

The student should complete and lodge the Notification of Intention to Submit form with the AGC 3 months before the intended thesis submission date. The AGC will then ask the principal supervisor to nominate examiners. The supervisors and students may discuss a pool of examiners but this pool should be sufficiently large that the student does not know who will examine their thesis. The examiners must be able to remain anonymous should they tick that option on the thesis examination report.
Assistance and Support for Students and Supervisors

Administrative support

Each student is assigned to the most appropriate PGC (see below). The PGC helps the student settle in and explains the structured program. S/he will sign the form for completion of the CCSP, conduct the Annual Review of Progress, convene the Major Review and provide advice in the case of conflict with supervisors. If urgent advice or a signature is needed and the designated PGC cannot be found, please contact one of the other PGCs or the Deputy Head (Postgraduate Research) for assistance.

<table>
<thead>
<tr>
<th>Coordinator</th>
<th>Responsibility</th>
<th>Phone ext 831-</th>
<th>Email and location</th>
</tr>
</thead>
<tbody>
<tr>
<td>A/Prof Ken Chalmers²</td>
<td>Plant Breeding and Genetics, Molecular Biology, including ACPFG</td>
<td>36821</td>
<td><a href="mailto:ken.chalmers@adelaide.edu.au">ken.chalmers@adelaide.edu.au</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Rm 1-22, Plant Genomics Centre</td>
</tr>
<tr>
<td>Dr Matthew Denton</td>
<td>Farming Systems</td>
<td>31098</td>
<td><a href="mailto:matthew.denton@adelaide.edu.au">matthew.denton@adelaide.edu.au</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Rm GN10a, Waite Main Building</td>
</tr>
<tr>
<td>Dr Chris Ford</td>
<td>Wine Science, Plant Physiology, Viticulture and Horticulture</td>
<td>37386</td>
<td><a href="mailto:christopher.ford@adelaide.edu.au">christopher.ford@adelaide.edu.au</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Rm 4.29, Wine Innovation Central Building</td>
</tr>
<tr>
<td>Dr Cameron Grant</td>
<td>Soil Science</td>
<td>37404</td>
<td><a href="mailto:cameron.grant@adelaide.edu.au">cameron.grant@adelaide.edu.au</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Rm G12, Davies Building</td>
</tr>
<tr>
<td>Prof Eileen Scott</td>
<td>Food and Nutrition Science, students supervised by other PGCs</td>
<td>37266</td>
<td><a href="mailto:eileen.scott@adelaide.edu.au">eileen.scott@adelaide.edu.au</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Rm N106, Waite Main Building</td>
</tr>
<tr>
<td>Mr David Hart</td>
<td>Academic Programs Officer</td>
<td>37105</td>
<td><a href="mailto:david.hart@adelaide.edu.au">david.hart@adelaide.edu.au</a></td>
</tr>
<tr>
<td></td>
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<td>Rm 111, School Office (Building 20)</td>
</tr>
</tbody>
</table>

The PGCs are members of the School’s Postgraduate Committee, chaired by the Deputy Head (Postgraduate research), Eileen Scott, with the Academic Programs Officer, David Hart, as Executive Officer. The Committee also includes HDR-student representatives (to be advised).

² Dr Monica Ogierman acts as a local contact for ACPFG students; her phone number is 8313 6725; email is monica.ogierman@acpfg.com.au; Her office is Rm 2-3, Plant Genomics Centre.
School Contacts

Some of the School staff and other staff you may need to contact are listed below; detailed lists can be found at: [http://www.agwine.adelaide.edu.au/people/](http://www.agwine.adelaide.edu.au/people/).

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Ph ext 831-</th>
<th>Office/Building location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prof Mike Wilkinson</td>
<td>Head of School</td>
<td>31532</td>
<td>Room 108, School Office (Bldg 20)</td>
</tr>
<tr>
<td>Prof Eileen Scott</td>
<td>Deputy Head of School</td>
<td>37266</td>
<td>Rm N106, Waite Main</td>
</tr>
<tr>
<td>A/Prof Amanda Able</td>
<td>Associate Dean (Student Experience), Faculty of Sciences</td>
<td>37245</td>
<td>GN12, Waite Main</td>
</tr>
<tr>
<td>Prof Petra Marschner</td>
<td>Deputy Head of School (Research)</td>
<td>37379</td>
<td>Rm 307, Prescott</td>
</tr>
<tr>
<td>Dr Chris Ford</td>
<td>Associate Dean (Postgraduate Research), Faculty of Sciences</td>
<td>37386</td>
<td>Rm 4.26, Wine Innovation Central</td>
</tr>
<tr>
<td>A/Prof Mike Keller</td>
<td>Assoc Dean International, Faculty of Sciences, and Convenor, Plant Protection Group</td>
<td>37222</td>
<td>Rm GN05, Waite Main</td>
</tr>
<tr>
<td>Prof Bob Gibson</td>
<td>Convenor, Food &amp; Nutrition Group</td>
<td>34333</td>
<td>Rm GN20, Waite Main</td>
</tr>
<tr>
<td>Prof Diane Mather</td>
<td>Convenor, Plant Breeding &amp; Genetics Group</td>
<td>37156</td>
<td>Rm 1.21, Plant Genomics Centre</td>
</tr>
<tr>
<td>A/Prof Annie McNeill</td>
<td>Deputy Head of School (Learning &amp; Teaching) and Convenor, Soil Science Group</td>
<td>38108</td>
<td>Rm 112, Davies Bldg</td>
</tr>
<tr>
<td>A/Prof Chris Preston</td>
<td>Convenor, Farming Systems Group</td>
<td>37237</td>
<td>Rm GN06, Waite Main</td>
</tr>
<tr>
<td>Prof Vladimir Jiranek</td>
<td>Convenor, Wine Science &amp; Business Group</td>
<td>36651</td>
<td>Rm 3.29, Wine Innovation Central</td>
</tr>
<tr>
<td>Prof Steve Tyerman</td>
<td>Convenor, Plant Physiology, Viticulture &amp; Horticulture Group</td>
<td>36663</td>
<td>Rm 2.30, Plant Research Centre</td>
</tr>
<tr>
<td>Dr Olena Kravchuk</td>
<td>Lecturer in Applied Statistics</td>
<td>37252</td>
<td>Rm 203a, Waite Main</td>
</tr>
<tr>
<td>Dr Margaret Cargill</td>
<td>Adjunct Lecturer, Research Communication</td>
<td>38103</td>
<td>Rm 106, John Davies</td>
</tr>
<tr>
<td>Mrs Sally Sibson</td>
<td>Personal Assistant to Head of School</td>
<td>36713</td>
<td>Rm 108, School Office (Bldg 20)</td>
</tr>
<tr>
<td>Mr Stuart Matthews</td>
<td>School Manager</td>
<td>37455</td>
<td>Rm 108, School Office (Bldg 20)</td>
</tr>
<tr>
<td>Ms Lisa Dansie</td>
<td>Administration Officer (Tues – Thurs)</td>
<td>38149</td>
<td>GN 02, Waite Main</td>
</tr>
<tr>
<td>Mr David Hart</td>
<td>Academic Programs Officer</td>
<td>37105</td>
<td>Rm 111, School Office</td>
</tr>
<tr>
<td>Ms Suzanna Paull</td>
<td>Administrative Support Officer</td>
<td></td>
<td>Rm 111, School Office</td>
</tr>
<tr>
<td>Mr Terry MacKenzie</td>
<td>Technical Services Manager, School Health &amp; Safety Officer</td>
<td>37275</td>
<td>Rm 101, School Office</td>
</tr>
<tr>
<td>Ms Nicola Featherstone</td>
<td>OH&amp;S Support Officer</td>
<td>30856</td>
<td>Rm 101, School Office</td>
</tr>
<tr>
<td>Mr Joern Neumann</td>
<td>Technical Services Officer</td>
<td>37240</td>
<td>Rm 101, School Office</td>
</tr>
<tr>
<td>Ms Tuyet Do</td>
<td>Team Leader, Procurement</td>
<td>35636</td>
<td>LG McLeod House</td>
</tr>
<tr>
<td>Ms Sharon Clapham</td>
<td>Travel Arrangements</td>
<td>37279</td>
<td>LG McLeod House</td>
</tr>
<tr>
<td>Ms Joanne Hards</td>
<td>Receiving Officer</td>
<td>30709</td>
<td>Level 1, Wine Innovation Central</td>
</tr>
<tr>
<td>Ms Jane Copeland</td>
<td>International Student Advisor</td>
<td>34456</td>
<td>Rm 650, Old Classics Wing, North Terrace Campus</td>
</tr>
<tr>
<td>Security</td>
<td>Waite Campus</td>
<td>37200</td>
<td>Security Office, Gate 1</td>
</tr>
<tr>
<td>AGC</td>
<td>Front desk - also see web: <a href="http://www.adelaide.edu.au/graduatecentre/about/contact/">http://www.adelaide.edu.au/graduatecentre/about/contact/</a></td>
<td>35882</td>
<td>Level 6, 115 Grenfell St, city</td>
</tr>
<tr>
<td>IT Support</td>
<td>Coordinated by telephone</td>
<td>33000</td>
<td>North Terrace campus</td>
</tr>
</tbody>
</table>
Agriculture Post Graduate Society (AgPOGS)

Who are we?
We are a group of enthusiastic students that promotes social events and professional development workshops and activities for postgraduate research students in the School of Agriculture, Food and Wine. AgPOGS include people from a diverse range of disciplines, countries and cultures.

What is our aim?
The aim of AgPOGS is to make life at the Waite campus enjoyable and enriching for all postgraduate research students.

What do we do?
We organize events that enable postgraduate research students to interact with one another, such as BBQs and morning teas. At these events students can discuss their research and how the Waite Campus is run. The more people you know, the easier it is! We also provide relevant and interesting professional development events, such as writing courses and the annual post-graduate symposium. Look out for the next AgPOGS event posted in the School Bulletin!

AgPOGS Committee members

Gordon Wellman
President

Yichao Huang
Vice-President

Kanch Wickramarachchi
Secretary

Zhengyu Wen
Treasurer

Maryam Yazdani
Student representative

Daniela Montalvo
Student representative
The Adelaide Graduate Centre (AGC)

The AGC deals with enrolments, candidature admission, scholarships, research education development programs and examination for all HDR students. Please see: http://www.adelaide.edu.au/graduatecentre/ and list of contacts in Appendix 8. The AGC newsletter is usually published monthly and accessed via the web. For back issues see: http://www.adelaide.edu.au/graduatecentre/agcnews/agcnews_archive/

The Researcher Education Development (RED) unit of the AGC provides workshops for HDR students on topics such as writing research proposals, literature reviews and theses. For more information about the RED unit programs, visit: http://www.adelaide.edu.au/red/

Other Student Support Services

Adelaide University Union (AUU)
All HDR students are entitled to assistance from the AUU, which is based at North Terrace Campus and has an office below Lirra Lirra Café at the Waite Campus. Lenore Trenorden is the AUU representative at Waite and oversees the office/information area, Student Resource Centre, two student common rooms (one with a kitchen), a Muslim prayer room, and a gym. More information about the services they offer is available from Lenore at Ext 37428 or from: http://www.auu.org.au/site/page.cfm

Chaplain to Waite Campus
Rev Mike Pietsch, Chaplain, is usually on Waite Campus each Wednesday during semester, but can be contacted at any other time at mike.pietsch@sa.lca.org.au or by phone at Ext 34161 (office) and 0409 725 573 (mobile).

Counselling services are available to HDR students, mainly at the North Terrace Campus:

Education and Welfare Officers
- Provide a broad-based service and act as the first point of contact for counselling, referral and advocacy in relation to students with a wide range of needs or problems.
- Provide assistance if you feel that you are being harassed, treated unfairly or discriminated against.
- Ground floor, Lady Symon Building, North Tce campus, Ext 35430.

Counselling Centre
- Provides a drop-in service, telephone counselling and individual appointments about issues affecting you and your ability to study.
- Ground floor, Horace Lamb Building, North Tce campus, Ext 35663.

Student Centre
- Provides non-academic support to all students, including assistance with fees, graduations and other services.
- Level 4, Wills Building, North Tce campus, Ext 35208.

International Student Centre
- Provides non-academic support to international students, including assistance with visas, health insurance and accommodation.
- Ground floor, Old Classic Wing, North Tce campus, Ext 34828.
General Information: Support for HDR Research Activities

Work-space

The principal supervisor will allocate a desk and laboratory space to each new student, if required, as part of the local induction.

Communication: Computers, Email and the Internet

The preferred means of communication for most notices and general information in the University and the School is by email to your University email address. A student’s email account is usually activated automatically after enrolment. Students should be on various University and School email lists, depending on their area of research. Those who prefer to use an email address outside the University (e.g. ACPFG or SARDI) need to arrange to have University emails forwarded automatically (this can be done via Webmail). It is everyone’s responsibility to check their email regularly and to manage their email account(s) so that they do not miss important information.

To keep up to date with activities in the School and other events, everyone should read the Agriculture, Food and Wine School Bulletin. At enrolment, the supervisor should arrange with Sally Sibson for the student’s email address to be added to the distribution list for the School Bulletin. Students should notify their supervisor or Sally if they do NOT receive the Bulletin at least once a month and should also make sure that they are on the AgPOGS mailing list.

The School requires that HDR students who are full-time be provided with a computer. For students who receive operating funds from sources other than the School, this will normally be funded by the principal supervisor from research funds. Students fully supported by the School will be provided with a computer paid for from the student’s operating budget. In addition, various computer suites are available and accessible via normal log-in and password. The principal supervisor should liaise with the student and the School Manager about computer requirements. Information Technology Services (ITS) will facilitate access.

In the event of technical difficulties with computers, contact the ITS Help Desk (Ext 33000); you will be given an “incident number”, which you should retain until the matter is resolved. The ITS Help Desk will liaise with ITS personnel on Waite Campus to help if required.

Internet usage is monitored and the cost assigned to your laboratory research group. Please use the Internet responsibly. The University internet use policy is available at: http://www.adelaide.edu.au/policies/2783

Everyone should become familiar with the School’s intranet page, which contains links to the School’s emergency procedures, safety information, IT-support, information for HDR students, School policies and general administration. See: http://www.agwine.adelaide.edu.au/

Postgraduate noticeboards in some areas display notices of upcoming seminars, meetings, discussions and social events.
Mail, Fax and Phone Services

All incoming post is distributed to pigeonholes in the Waite Main Building or forwarded to other buildings or organisations. Supervisors of your PGC can explain the mail system and arrange a pigeonhole label for if necessary. Check your mailbox regularly. To send mail internally (that is, to people in other buildings or institutions on campus, or other campuses), use a yellow internal mail envelope. To send mail externally, ensure the envelope is stamped or use a University envelope (if University business) and then place in the outgoing mailbox/mailbag.

Please add your contact details to the University of Adelaide telephone directory by going to http://www.adelaide.edu.au/phonebook/amendments.html, entering the information requested and submitting the form electronically.

From 2013, all University phone numbers should have the prefix 831 followed by the extension number (e.g. 831X XXXX). The 830 prefix will be discontinued by mid-2013. Calls within the University require just the 5-digit extension number. To place a call to a number outside the University, dial 0 then the full number. Calls to other regions or states and international calls are allowed in certain circumstances and should be discussed with the local supervisor. Private usage is discouraged and is expected to be minimal.

Fax machines are available in:
- Waite Main Building, Reception (number 08 8313 7109)
- Plant Genomics Centre (08 8313 7102)
- Plant Research Centre (08 8313 0431)
- Wine Innovation Central Building (08 8313 7116)
- Prescott Building (08 8313 6511)

Follow the instructions on the machine and fill in the record book/page with your details, number contacted and lab group if required.

Photocopying

Photocopiers are available for use by HDR students in:
- Waite Main Building – GN03 and N102
- Plant Genomics Centre
- Plant Research Centre
- Wine Innovation Central Building
- Prescott Building, level 3
- Davies Building

Most copiers can scan and convert documents to pdf format. Some of the photocopiers in shared areas are activated using your ID number. Library photocopiers use staff or student cards or a copy card that can be purchased from the machines in the library. Money can be added to these cards using the machines in the library or using an account code (see the library staff). Some Supervisors have a copy card(s) for their groups.

Meeting Rooms and Tea Facilities

Most research areas and/or buildings have a dedicated meeting room that can be used for meetings with supervisors, seminar practices and presentations. These may need to be booked in advance. Supervisors or PGCs can explain the booking procedures.
Eating or drinking in laboratories is not permitted. Please use the tea rooms, which also have refrigerators for storing food and drinks. Supervisors can advise about arrangements in their area.

**Cars, Parking Permits and Campus Parking Rules**

Parking on the Waite and Roseworthy Campuses is not regulated by parking permits. However, you will be fined if you park outside of the designated parking spaces. On both campuses there are “Authorised vehicles only” spaces located close to various buildings; these spaces are reserved for vehicles managed by the University or co-located organisations.

If visiting the North Terrace Campus you will need a parking permit. Permits are available from the School Office, the Plant Genomics Centre, Plant Research Centre and Wine Innovation Central. These permits must be booked on the School website using: [http://www.agwine.adelaide.edu.au/techservices/](http://www.agwine.adelaide.edu.au/techservices/). When you collect your permit, display it on the dashboard of the car while parked at North Terrace, and then return it on time to avoid inconvenience to the next user. N.B. These permits do not allow you to park in the “blue spaces” in the underground car park at North Terrace campus.

School of Agriculture, Food and Wine cars and other vehicles are for work purposes only. To be able to drive a University car you must complete the form called: “Application to Drive School Vehicles”, available from [http://agwine.adelaide.edu.au/staff/policies/](http://agwine.adelaide.edu.au/staff/policies/). You need to submit this form along with a photocopy of your Australian driver’s licence or International driver’s licence, to the Technical Services Manager, Mr Terry McKenzie.

To book a vehicle you need to use the online booking system found on the School website: [http://www.agwine.adelaide.edu.au/techservices/](http://www.agwine.adelaide.edu.au/techservices/). Keys and log books for each vehicle are located in various buildings across the Waite campus. Be sure to fill in the log book appropriately with the odometer reading (kilometres) at the start and end of the journey, total kilometres of journey, purpose of journey, the driver’s name, and the project code for payment. It is important to use these cars responsibly and be considerate of other users; return them on time, clean and in good condition, with at least one-quarter tank of fuel, and return the keys to the appropriate office.

Petrol cards (Motorcharge cards) are supplied with each car. Cards are accepted at most service stations but do check before filling the car. When paying, give the attendant the current odometer reading.

**Purchasing Procedures**

The School of Agriculture, Food and Wine provides basic stationery (pens, notebooks, etc.) free of charge. Stationery cupboards are located in Rm GN02, Waite Main Building, Rm 183, Plant Research Centre, reception desk, Level 4, Wine Innovation Central Building, and 123e Davies Building. Please take only what you require.

Other items can be purchased using the University’s online purchasing system called Access Adelaide, which can be accessed through MyUni and the School’s intranet site. Supervisors will explain this during the local induction. Placing an order requires your University log-in and password as well as an 8 digit Project Code. Use the Comments box on the order form to record your office location (building, floor, room) and telephone number, and be sure to
specify that delivery should occur to the “WIC Building Receiving Bay”. Contact Joanne Hards, Receiving Officer, for further information.

**Petty Cash**

Petty cash is processed by the Faculty Procurement Team located in the lower ground floor of the McLeod Building. Please consult them BEFORE using the petty cash system to ensure they have adequate funds and that you collect the correct type of receipt for reimbursement. Staff can be contacted by email: procurement.sciences@adelaide.edu.au.

**Student Card and After-hours Access**

Student cards can be collected from Card Services at the North Terrace campus after enrolment – take along a copy of enrolment verification. The card needs to be validated each year. Students can download evidence to confirm their enrolment from Access Adelaide.

After-hours access to any buildings can be arranged by Joern Nevermann (most buildings), Jan Nield (Plant Genomics Centre), Chris Parsons (Plant Research Centre). After-hours access to the Computer Suites in the Charles Hawker Building should be automatic but if you have any problems with access, see David Hart. It will take 2-3 days for your student card to be activated for use in the card readers attached to the doors.

If you have any security concerns, ring the Waite Campus Security first (8313 7200). The Waite Security staff wear a blue uniform, and they patrol all buildings after hours. Introduce yourself and get to know them – they are very friendly and helpful.

**Safety Information**

The School of Agriculture, Food and Wine is obliged to follow University policies and procedures on Occupational Health, Safety and Wellbeing. Please know and understand the OH&S procedures for your immediate work area (laboratory or field), building and campus.

If you are involved in an incident or a “near miss” situation, you are required to complete an “Incident/near miss form”. These forms are bright yellow and are available from: Rm GN04, Waite Main Building; Rm 183, Plant Research Centre; Reception, WIC Building; Rm 123e, Davies Building; the OHSW team in the School Office, and from Jan Nield, Plant Genomics Centre. The forms need to be lodged with the Health, Safety & Wellbeing Representative for your area. For a list of local Health and Safety Officers and Representatives, see: http://www.agwine.adelaide.edu.au/ohs/ohs_structure/

All laboratories have a safety booklet near the phone outlining what to do in an emergency, and there are laminated notices with details of emergency evacuation procedures and names of fire wardens and first aid officers at strategic points in the corridors. Make sure you become familiar with all emergency procedures.


General Information: The Academic Side of Research

Research Group

Each student will belong to at least one of the Research Groups in the School of Agriculture, Food and Wine. Most Research Groups and laboratory groups have regular meetings to consider matters relevant to the functioning of that group and to learn about one others’ research projects, to review journal articles or to broaden knowledge of the field. Each student is expected to participate in these group meetings and to present their Introductory Seminar, Major Review Seminar, and Final Seminar to this forum.

Various other meetings (such as those of professional societies) may be of benefit. These are usually advertised via the School Bulletin, email or noticeboards. If you have a particular interest, ask your Supervisor about meetings that may be beneficial.

Seminars

Some Research Groups hold weekly or fortnightly seminars during semester. The School Seminar Series comprises a number of named seminars to honour distinguished scientists associated with the School. The ACPFG also has a seminar series which is open to all members of the School. As noted above, Introductory, Major Review and Final HDR Seminars are presented to the appropriate Research Groups. Students and supervisors should notify their Group Convenor well in advance so that these presentations can be scheduled.

Notification of seminars is generally via the School Bulletin (look for the gold star at the top left of the first page) and sometimes posted on noticeboards in various buildings. Students located within other organisations (e.g. SARDI, AWRI or CSIRO) are expected to attend their locally organised seminars. Staff and students are expected to attend all relevant seminars, as they are an important part of on-going research education. Inevitably, the focus of each student’s efforts becomes increasingly directed towards their own research project and thus it is important to remain aware of the wide range of techniques and problem solving approaches being developed and used elsewhere. Seminars on seemingly unrelated topics can often provide inspiration and ideas for your own project. Also, attendance provides support to others. Students should record attendance in their log book and take it to the Annual Review of Progress meeting as proof of participation throughout the past year.

Annual Postgraduate Symposium

The School of Agriculture, Food and Wine Annual Postgraduate Symposium, held in late September or early October, is run as a conference and provides a forum for students to report progress in their research. Prizes are awarded for the best presentations in several categories. All students and staff are expected to attend regardless of whether they are presenting.

Record Keeping and Intellectual Property

Students are expected to maintain a laboratory notebook or to keep records electronically using OneNote, according to the standards used in their principal supervisor’s laboratory, and to lodge their records with their principal supervisor at least once per year (see Research Proposal Template and Appendix 5). While the accurate maintenance of records is extremely important for writing the thesis and publications, it is also important in cases where Intellectual Property (IP) is generated or even likely to be generated. If commercially viable
IP may result from the research, the student may need to sign a confidentiality agreement (usually because of industry funding). The principal supervisor should discuss this with the student during induction. Students must sign an SPPA (or equivalent with other host organisations) before the research proposal will be approved. The Research Student Handbook provides further information on SPPAs. In terms of record keeping, supervisor/s may expect their students to maintain records of expenditure (and accounts) in the laboratory and we recommend that students keep a database or similar of the literature references they read or copy. EndNote software is widely used for this.

**Library**

Your staff or student card is also your library card. All HDR students may borrow up to 20 books at a time for up to 4 weeks. Bound copies of journals may be borrowed for a 24-hour period. You also have access to electronic journals and databases through the library homepage: [http://www.adelaide.edu.au/library/](http://www.adelaide.edu.au/library/)

Libraries are located on North Terrace (Barr Smith Library), Waite (Woolhouse Library) and Roseworthy campuses. Angela Mills is the specialist librarian at Waite Campus. Items can be borrowed at no cost from the Barr Smith and Roseworthy libraries via the document delivery service; documents can also be obtained from other libraries although this may incur a fee.

**Research Facilities**

Depending on the nature of the research project, students may use research facilities associated with the School of Agriculture, Food and Wine, such as the winery, the orchard, the vineyards and/or the farm. The School has various plant growth rooms, greenhouses and animal houses, which may be booked for experiments. Students should discuss requirements with their supervisor and be aware that charges may apply.

**Ethics Clearance**

All University of Adelaide students and supervisors must ensure that they identify and adhere to all relevant legislative and compliance requirements of the University and also of regulatory and advisory bodies in relation to their research. They must obtain the necessary clearances prior to commencing their research. The Research Ethics and Compliance Unit (RECU, Rm 661, Level 6, Wills Building, North Terrace campus) provides resources, advice and assistance regarding ethics and compliance obligations. Their web address is: [http://www.adelaide.edu.au/ethics/](http://www.adelaide.edu.au/ethics/)

If your research involves working with animals, quarantine-status materials, recombinant DNA or genetically modified organisms, you must ensure the necessary approvals are in place before beginning experiments; details must be recorded on the CCSP form. While the supervisor will apply for ethics approval, the student may assist in preparing the application. Further details are given in the Research Student Handbook; the relevant web addresses are: Animal Ethics: [http://recu.adelaide.edu.au/aea](http://recu.adelaide.edu.au/aea)

The University has made provision for students who have a conscientious objection to using animals in teaching and assessment. A student who is expected to use animals in research and
has concerns should discuss the situation with their principal supervisor and Deputy Head of School (Postgraduate research).

**Travel and Field Trip Procedures**

Before embarking on travel associated with research (e.g. conference or field trip) students are required to complete a “Request for Approval of STUDENT travel” form, which provides basic information about the trip. It needs to be signed by the supervisor, School Manager and Head of School; online form: [http://www.agwine.adelaide.edu.au/students/travel.html](http://www.agwine.adelaide.edu.au/students/travel.html)

If planning a field trip, you must complete a “Field Trip Notification Form”, which includes an assessment of the trip and provides us with emergency contact details. This form is available from the School web page or in the office of the Technical Services Manager and must be lodged with Terry MacKenzie or Jan Nield PRIOR to departure.

**Travel to an International Conference**

Students who receive all of their operating funds from the School (i.e. have no other source of funding for their research) are eligible to apply to use up to $1500 of that funding to attend an international conference ONCE during candidature. To access these funds, a student must submit an application ([http://www.agwine.adelaide.edu.au/students/pg/research/](http://www.agwine.adelaide.edu.au/students/pg/research/)) signed by their supervisor, at least 3 months before the conference, to the Postgraduate Committee (via the Academic Programs Officer) for approval. The application is accompanied by a one-page letter outlining how attendance at the conference will benefit the student’s research career.

**PhD Thesis by Publications or Combination Format**

Where the project and circumstances allow, we encourage students to consider preparing their thesis by publications or in the “combination conventional and publications” format (chapters written in the format of journal papers). Students and supervisors should discuss this early in candidature. A thesis by publications or in the form of draft publications allows a student to develop their publication record and may help to secure employment after graduation.

The Program Rules for the PhD (section 8.4 ii) state that the number and length of scholarly works included in a portfolio of publications shall be determined by Faculties in consultation with specific Disciplines. The School of Agriculture, Food and Wine Postgraduate Committee recommends that the PhD be a significant body of work in accordance with section 8.4 of the Rules for the PhD and which may be encapsulated in at least three papers published in good quality journals or more in lesser quality journals. Selection of appropriate journals are guided by the supervisors and assessed by the examiners. Guidelines for thesis preparation, including conventional, publication and combination formats, can be found at: [http://www.adelaide.edu.au/graduatecentre/handbook/thesis/combo_conventional_publication.html](http://www.adelaide.edu.au/graduatecentre/handbook/thesis/combo_conventional_publication.html)


**Paid Work**

Full-time HDR students in receipt of a scholarship may, with approval from their supervisor, undertake paid work to a maximum of 8 hours, Monday to Friday, 9 am to 5 pm in any one week.
Educational Programs

Researcher Education and Development (RED) Resources

Workshops and online resources for researcher education and development are available through the AGC, including workshops on writing a literature review, presenting a seminar, what examiners look for in a thesis, and other useful material. Students should take part in these workshops as part of their professional development plan. Supervisors are also encouraged to attend RED workshops to hone their supervisory skills. The online resources http://www.adelaide.edu.au/red can be accessed via MyUni, “Writing and Speaking at Uni”. Click on Researcher Education and Development on the left of the page, where you can access the following online modules:

- Writing a research proposal
- Writing a thesis
- Plagiarism and independent research writing (citation and referencing)
- Management of research data and primary materials
- Publication and dissemination of research findings; Authorship.

Support for writing in the School of Agriculture, Food and Wine

In 2013, monthly workshops on writing papers will again be offered by Dr Ron Smernik, assisted by Dr Margaret Cargill (see also Appendix 4). These are grouped by cohort, typically based on year of candidature. Also, Dr Cargill will offer one half-day workshop on writing a thesis literature review and one half-day workshop on thesis writing (tentatively, March and September), as well as two other workshops on topics to be decided. In addition, Dr Cargill can provide assistance to individual students on a fee-for-service basis. Details of these workshops and related activities will be provided at the School-level induction.

Statistical Analysis

Students should discuss the statistical requirements of their project with their supervisor/s in the first instance. Dr Olena Kravchuk was appointed in 2011 as the School’s Lecturer in Applied Statistics. Students and supervisor(s) should contact her to seek advice on statistical procedures to ensure that data are collected in such a way that it facilitates the most powerful analysis. This should be noted in the Research Proposal and on the Minimum Resources Proforma. In general, we expect each student to understand the basis of the statistical analyses they employ, as we do for any scientific method used.

Supplementary Work/Directed Studies

Integrated Bridging Program - Research

The IBP-R introduces international students to scientific writing and seminar presentation. This compulsory program is valuable for students whose first language is not English. Students from non-English speaking backgrounds who are permanent residents of Australia may be able to attend this program if places are available. The Research Proposal is used as an exercise in developing writing skills. The assessment from this program contributes to the completion of the Directed Studies component of the Structured Program. For further information please see: http://www.adelaide.edu.au/red/ibp/
**Supplemented Undergraduate Subjects**

A student may be required to undertake advanced-level coursework to develop their knowledge in a subject area/s directly related and necessary to complete their research project. The work to be undertaken will be decided by the Dean of Graduate Studies prior to the offer of a place as a postgraduate student, or by the supervisor/s and the PGC in consultation with the student. The course work will be formally assessed using methods agreed by the supervisor/s, and the relevant subject coordinator, in consultation with the student.

**Special Courses**

As part of the Structured Program a student may be required to attend special courses offered by the University or by outside organizations. These may include courses in electron microscopy, computer software, or molecular biological techniques.
**Appendix 1: School of Agriculture, Food and Wine Induction Checklist – 2 pages**

Complete this and submit as an attachment to the CCSP

<table>
<thead>
<tr>
<th>Student name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thesis topic:</td>
</tr>
<tr>
<td>Date of enrolment:</td>
</tr>
<tr>
<td>Introductory seminar date:</td>
</tr>
<tr>
<td>Draft research proposal due date:</td>
</tr>
<tr>
<td>CCSP due date:</td>
</tr>
<tr>
<td>Principal supervisor’s name:</td>
</tr>
<tr>
<td>Co-supervisor(s)’ name(s):</td>
</tr>
<tr>
<td>Independent advisor’s name:</td>
</tr>
</tbody>
</table>

**Supervisor/s checklist:**
- Organise first meeting of supervisors and new student
- Introduce student to Postgraduate Coordinator and Research Group Convenor
- Student and supervisors choose an Independent Advisor and notify the Postgraduate Coordinator
- Ensure relevant paperwork is completed
- Project planning
- Discuss relationship between student and supervisor, establish mutual expectations
- Discuss research proposal, including literature review (scope, provide examples)
- Discuss laboratory practice, record keeping/lab books/research ethics
- Introduce student to lab group and Research Group and explain expectations for participation
- Allocate work-space
- Tour of facilities (research group, School and campus, including library)
- Email/computing facilities/internet use/telephone/facsimile/Australia Post mail
- Photocopying, card for library copier
- Add student’s name to distribution list for School Bulletin (via Sally Sibson)
- Discuss purchasing procedures and petty cash
- Visit cafeteria and teaching unit (for location of lectures, if appropriate)
- Check that student is aware of the International Student Advisor (Jane Copeland), if appropriate

Date: ______________________

Supervisor’s signature: ______________________

Student’s signature: ______________________
### School of Agriculture, Food and Wine induction seminar checklist:

- Structured program
- Seminars and seminar log book
- Annual review of progress
- Major review of progress
- Thesis preparation review
- Problem resolution
- Introduction to AgPOGS Committee and activities
- Introduction to professional staff and functions
- Introduction to online OH&S induction course
- Use of School vehicles and parking permits
- Campus car parking rules (Waite and North Terrace)
- Location of AUU office (Waite)

Date: ___________  DHOSP signature: _______________  Student’s signature: _______________

### School Management checklist:

- Confirm funding arrangements with School Manager
- Computing suites – Postgraduate and Undergraduate
- Other relevant School facilities
- Safety/first aid/evacuation procedures/OH&S checklist
- After-hours access and security

Date: ___________  APO’s signature: _______________  Student’s signature: _______________

### School of AFW website

- [http://www.agwine.adelaide.edu.au/](http://www.agwine.adelaide.edu.au/) and webpage for HDR Students
- [http://www.agwine.adelaide.edu.au/students/pg/research](http://www.agwine.adelaide.edu.au/students/pg/research)

Access and explore these websites

Date: ___________________________  Student’s signature: ___________________________

### Safety Inductions

- Online University OH&S Induction *(within 3 Months of commencement)*
- School of Agriculture, Food & Wine OH&S Induction *(within 1 month of commencement)*
- Local Induction –for each lab *(within 1 week of commencing in each lab)*

Date: ___________________________  Student’s signature: ___________________________

*For further information about the safety inductions, contact the Technical Services Office.*
Appendix 2: Template for invitation to Independent Advisor

This document is available as a Word file on the School’s website and should be modified as required: [http://www.agwine.adelaide.edu.au/students/pg/research/](http://www.agwine.adelaide.edu.au/students/pg/research/)

From principal supervisor of student to the prospective independent advisor

Dear Dr [Independent Advisor],

The School of Agriculture, Food and Wine appoints an Independent Advisor for each of our postgraduate students; on behalf of [name of HDR candidate] and co-supervisors, I invite you to act as Independent Advisor to [name of HDR candidate] and his/her project. [Name of HDR candidate] began his/her PhD/Master by Research/Master of Philosophy in [Month, year], and his/her research will be in the area of [insert a sentence or two to describe the research topic].

The Independent Advisor is asked to:

- Comment on the content of the student’s research proposal (due 6 months into candidature);
- Attend the introductory seminar (3 months into candidature);
- Take part in the Major Review of Progress (12 months into candidature);
- Take part in the Thesis Preparation Review.

In particular, we ask the Independent Advisor to focus on the science and feasibility within timeframe of the proposed research. The Independent Advisor maintains contact with the student throughout candidature to provide advice and a sounding board for ideas and so will be in a strong position to offer independent assessment of the student's progress. Although there are four requirements listed above, these are not intended to be onerous tasks.

If you would like more information about this role before accepting this invitation, please contact Dr [name & contact details of Postgraduate Coordinator] or Professor Eileen Scott, Chair of Postgraduate Committee, School of Agriculture, Food and Wine (telephone 08 8313 7266 or email eileen.scott@adelaide.edu.au).

Yours sincerely,
Appendix 3: Introductory Seminar Feedback Form

School of Agriculture, Food and Wine

Core Component of the Structured Program: Introductory Seminar

Please provide comments and an assessment of the student’s presentation. Some indicators are given under the various headings. Your assistance is very much appreciated.

Speaker: ___________________ Topic: __________________________________________

Date: ___________ Assessor: ______________________

<table>
<thead>
<tr>
<th>COMPONENT</th>
<th>ASSESSMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTRODUCTION:</td>
<td></td>
</tr>
<tr>
<td>Nature of project; context; problem definition.</td>
<td>Poor</td>
</tr>
<tr>
<td>Clear statement of project aims and objectives</td>
<td>1</td>
</tr>
</tbody>
</table>

| KNOWLEDGE OF RELEVANT LITERATURE: |            |
| Depth of understanding – citation of appropriate literature; critical understanding of existing knowledge and limitations of existing work (where appropriate). | Poor | Excellent |
|                                                                 | 1 | 2 | 3 | 4 | 5 |

| PROPOSED RESEARCH AND EXPERIMENTAL SCHEDULE: |            |
| Approach; relevance. | Poor | Excellent |
| Design; methods; experimental technique. | 1 | 2 | 3 | 4 | 5 |
| Assumptions and limitations of proposed research; critical judgment. | |
| Feasibility within time-frame. | |

| RESPONSE TO QUESTIONS: |            |
| Competence; relevance; conciseness | Poor | Excellent |
| Confidence; manner; group involvement. | 1 | 2 | 3 | 4 | 5 |

| PRESENTATION: |            |
| Effectiveness of slides; Organisation, fluency; Manner; confidence, voice clarity, enthusiasm, eye contact. | Poor | Excellent |
| Use of notes and aids. | 1 | 2 | 3 | 4 | 5 |

Comments for the student to improve future presentations and the research project

PTO if necessary...

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Appendix 4: Style Guide for Research Proposal and Thesis Writing

As the style used for the preparation of research proposal, theses and similar documents is partly discipline-specific, the University of Adelaide allows some latitude. In the first instance, you should refer to completed theses held in your research group.

The following points should be used as a guide:

Although the University has no single style for thesis preparation, the requirements are clearly described in the Academic Program Rules for the Degree of Doctor of Philosophy, and specifications for the thesis are available in the Research Student Handbook. See: http://www.adelaide.edu.au/graduatecentre/program_rules

The Macquarie Dictionary is the official Australian dictionary and thus should be used as the standard. Note that the first of the options given for any entry is the preferred one. Units of measurement used in Australia are those of the International System of Units {e.g. litre (L); gram per litre (g/L); degrees Celsius (ºC)}. A copy of the publication describing the SI units is available at http://www.bipm.org/en/si/si_brochure/.


You are also strongly advised to consult the following references:


Students intending to prepare their thesis in the form of publications or in the combination format should consult Cargill and O’Connor (2009), which forms the basis of the writing workshops offered in the School of Agriculture, Food and Wine.
Appendix 5: Guidelines for Data Recording and Retention for Research Students and Staff (approved by the School Academic Board, 23 Nov 2010)

Introduction
Good practices in data recording and retention:
- facilitate clear thinking about research
- provide researchers and their Supervisors and colleagues with accurate records of why and how experiments were performed and what data were obtained
- facilitate the preparation of publications and reports
- enhance the value of materials and data for future research
- make it possible to protect intellectual property
- protect researchers against possible allegations of misconduct

Under the Australian Code for the Responsible Conduct of Research (and similar codes internationally), researchers are expected to:
- Keep clear and clear and accurate records of the research methods and data sources during and after the research process
- Retain research data, including electronic data, in a durable, indexed and retrievable form
- Ensure that research data and primary materials are kept in safe and secure storage
- Provide the same level of care and protection to primary research records as to the analysed research data.

Guidelines
1. Each Supervisor in the School of Agriculture, Food and Wine shall adopt a system for recording of research methods and primary data that is based on one (or more) of the following:
   - Bound notebooks that are retained by the Supervisor
   - Notebooks with a “carbon copy” facility, with the Supervisor retaining the original top copy
   - Electronic laboratory notebooks that are kept on a University’s server (not a local hard disk) and automatically backed up

2. Individual researchers (students and staff) will normally be able to retain copies of laboratory notebooks and data, but will be required to hand over original notebooks and data to their Supervisors on a regular basis (at least once per year) and at the end of a scholarship or contract. For research students, an annual handover could be done as part of the Annual Review with a requirement to give the Supervisor all notebooks from the preceding year. Supervisors will be responsible for ensuring that formal exit procedures are carried out when staff and students leave, to ensure that all notebooks, data and other materials are handed over. For staff this would be one week before they leave and for students one week before the end of their scholarship.

3. New staff and students are to be told about these guidelines at induction.

Appendix 5.1: Using Microsoft Office OneNote as an electronic research notebook
Some researchers in the Plant Genomics Centre are now using Microsoft OneNote electronic notebooks instead of, or as supplements to, bound paper laboratory notebooks. The individual researcher is issued a OneNote notebook with a unique serial number (#) as part of its file name (e.g. #_firstname_lastname-labbook.one). The notebook is saved in their home folder. As with other files on the ACPFG servers, it is shadow-copied twice a day and backed up weekly. In addition, permanent archival copies of all numbered electronic notebooks are taken weekly for storage in a secure location under the supervision of ACPFG’s IT manager. According to legal advice obtained by the ACPFG, this is adequate for the purpose of intellectual property protection.

OneNote is a regular component of the Microsoft Office software suite, so it should be possible for any research group that uses PCs to implement it now on the University server. Arrangements may need to
be made for shared access (for Supervisors to review notebooks) and for periodic archiving. The frequency with which notebooks can be archived will depend on the availability of memory for data storage.

Unfortunately, OneNote does not run on Apple hardware. There may be similar software available for Apple hardware, but there is no obvious equivalent to OneNote.

Some features of OneNote electronic notebooks:

· In most cases, each user has a single electronic notebook and organises their work within that notebook in section groups, sections, pages and subpages
· Users can choose whether to organise their electronic notebooks chronologically or in other ways (by project, by type of information, etc.)
· Files from other applications and sources (e.g. SOPs and other documents, data spreadsheets, images, web pages) can be inserted, dragged or printed into electronic notebooks. (Note: This can lead to OneNote files becoming quite large, necessitating considerable storage space if large numbers of notebooks are to be archived frequently.)
· Information within notebooks is searchable, and changes can be tracked
· With shared access to folders, Supervisors can view notebooks
· Electronic notebooks can be printed as date-stamped PDF files

Appendix 5.2: Standards for laboratory notebooks

For protection of intellectual property, the following standards are generally required for laboratory notebooks:

· Use bound notebooks with pre-numbered pages. No loose pages. Any additional paper-based material should be stuck into the book;
· All entries in English
· Entries should be written in black ink. No blanks spaces should be left in the text. Spaces should be ruled through to avoid misinterpretation;
· Any errors should remain legible and crossed out instead of erased, liquid papered or blacked out. A single line through, keeping the previous wording legible is best. This avoids any suspicion of concealment;
· Any changes or additions must be signed and dated;
· Leave the first few pages of the notebook blank so an index of contents can be recorded
· Pre-experimental work, including details of any ideas generated through thinking/discussion sessions with colleagues should be included;
· Entries should be in chronological order without blank pages. Never tear out pages. When starting a new page, a line should be drawn through any unused section of the previous page;
· Later results should be recorded in chronological order and cross reference earlier entries;
· Any additional information, e.g. diagrams, photographs etc. should be printed out and glued into the lab book. These should be signed and dated;
· All non-standard terms, abbreviations and acronyms should be defined;
· References to equipment should refer to manufacturer, model and serial number where possible;
· Sketches of equipment should be used to show any procedures or variations;
· There should be no opinions included on the ability to protect (e.g. patent) the research;
· The conclusion of each work period or experiment should be signed and dated by you and signed by a witness. The witness should be knowledgeable in the area of research but should not be part of the project team;

Copies should be made and kept secure at several locations. No unauthorized persons should have access to the lab book and it must be kept confidential.
### Candidature Management in the School of Agriculture, Food and Wine for Students Beginning in 2013

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time-frame</th>
<th>Year 1, month:</th>
<th>Year 2, month:</th>
<th>Year 3, month:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interview* (pre-enrolment)</td>
<td></td>
<td>1 2 3 4 5 6 7 8 9 10 11 12</td>
<td>1 2 3 4 5 6 7 8 9 10 11 12</td>
<td>1 2 3 4 5 6 7 8 9 10 11 12</td>
</tr>
<tr>
<td>Supervisor introduces student to PGC</td>
<td></td>
<td>1 2 3 4 5 6 7 8 9 10 11 12</td>
<td>1 2 3 4 5 6 7 8 9 10 11 12</td>
<td>1 2 3 4 5 6 7 8 9 10 11 12</td>
</tr>
<tr>
<td>Supervisor adds student to AFW bulletin list</td>
<td></td>
<td>1 2 3 4 5 6 7 8 9 10 11 12</td>
<td>1 2 3 4 5 6 7 8 9 10 11 12</td>
<td>1 2 3 4 5 6 7 8 9 10 11 12</td>
</tr>
<tr>
<td>Appoint independent advisor</td>
<td></td>
<td>1 2 3 4 5 6 7 8 9 10 11 12</td>
<td>1 2 3 4 5 6 7 8 9 10 11 12</td>
<td>1 2 3 4 5 6 7 8 9 10 11 12</td>
</tr>
<tr>
<td>Confirm funding with school manager</td>
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<td>1 2 3 4 5 6 7 8 9 10 11 12</td>
<td>1 2 3 4 5 6 7 8 9 10 11 12</td>
<td>1 2 3 4 5 6 7 8 9 10 11 12</td>
</tr>
<tr>
<td>Student meets Research Group convenor</td>
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<td>1 2 3 4 5 6 7 8 9 10 11 12</td>
<td>1 2 3 4 5 6 7 8 9 10 11 12</td>
</tr>
<tr>
<td>Date for Introductory seminar arranged</td>
<td></td>
<td>1 2 3 4 5 6 7 8 9 10 11 12</td>
<td>1 2 3 4 5 6 7 8 9 10 11 12</td>
<td>1 2 3 4 5 6 7 8 9 10 11 12</td>
</tr>
<tr>
<td>Complete on-line OH&amp;S induction</td>
<td></td>
<td>1 2 3 4 5 6 7 8 9 10 11 12</td>
<td>1 2 3 4 5 6 7 8 9 10 11 12</td>
<td>1 2 3 4 5 6 7 8 9 10 11 12</td>
</tr>
<tr>
<td>Induction: School-level</td>
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<td>1 2 3 4 5 6 7 8 9 10 11 12</td>
<td>1 2 3 4 5 6 7 8 9 10 11 12</td>
<td>1 2 3 4 5 6 7 8 9 10 11 12</td>
</tr>
<tr>
<td>Induction: Supervisor-level</td>
<td></td>
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<td>Induction: Graduate Centre (once)</td>
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<td>Notify AGC of intention to submit</td>
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<td>Submit thesis</td>
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*Interview involves at least the principal supervisor, one member of School Postgraduate Committee and the prospective student

^ Shading indicates activity to be completed within this time-frame

# Student presents update at School postgraduate symposium in year 3 unless giving final seminar in next 6 months

AGC = Adelaide Graduate Centre; AFW = Agriculture, Food and Wine; CCSP = Core Component of Structured Program; PGC = Postgraduate Coordinator
Appendix 7: Photos of AFW people you will encounter during your candidature

Head of School
Prof Mike Wilkinson

Convenor Plant Protection
A/Prof Mike Keller

Convenor Plant Physiology, Viticulture & Horticulture
Prof Steve Tyerman

Deputy Head of School
Prof Eileen Scott

Convenor Food & Nutrition
Prof Robert Gibson

PGC
A/Prof Ken Chalmers

Deputy Head (Learning & Teaching) and Convenor, Soil Science
A/Prof Ann McNeill

Convenor Plant Breeding & Genetics
Prof Diane Mather

PGC
Dr Chris Ford

Deputy Head (Research)
Prof Petra Marschner

Convenor Farming Systems
A/Prof Chris Preston

PGC
Dr Cameron Grant

Convenor Wine Sci & Business
Prof Vlad Jiranek

PGC
Dr Matthew Denton
## Appendix 8: Who to Contact in the Adelaide Graduate Centre

Level 6, 115 Grenfell Street, University of Adelaide SA 5005

**Phone:** 8313 5882  
**Email:** graduate.centre@adelaide.edu.au

### Phone Ext | Name | Position
---|---|---
36911 | Professor Richard Russell | Dean of Graduate Studies
35271 | Ms Anne Witt | Director of Adelaide Graduate Centre
36132 | Ms Donna Gould | Deputy Manager, Graduate Administration and Scholarships  
Mon, Tues (until 2.45 pm), Wed, Thurs and Fri

### Researcher Education & Development (RED) for Staff & Students

33022 | Ms Lea McBride | RED Unit Administrative Assistant (Mon – Wed)
33675 | Dr Michelle Picard | Director of RED unit, IBP-R Coordinator
36113 | Dr Ian Green | Research Career Programs
33043 | Dr Cally Guerin | Coordinator, HDR Candidate Programs
37253 | Ms Lalitha Velautham | IPB and HDR Candidate Programs

### Graduate Administration, Scholarships, and Admission

35882 | Ms Ali Evans | Reception
33506 | Ms Pamela Cook | Graduate Administration Assistant to Dean, Graduate Studies
36091 | Ms Kim Crawford | Business Analyst
35868 | Ms Mary-Anne Mwendwa | Graduate Administration Assistant for Science Faculty
33411 | Ms Sheryl Jurgens | Graduate Administration Assistant
30706 | Ms Sarah Pearson | Candidature Assistant
35697 | Ms Diane McInnes | Manager, Admissions and Graduate Administration and Scholarships
38066 | Ms Rosanna Scarsella | Graduate Administration and Scholarships Officer  
Graduate Administration for Sciences
34739 | Ms Andrea Przygonski | Senior Scholarships & Finance Officer: HDR (Mon – Wed)
36491 | Ms Janelle Palmer | International Research Scholarships Officer
33044 | Ms Antoinette Brincat | Graduate Administration and Postgraduate Scholarships
33047 | Mrs Andrianna Licul | Graduate Research Admissions Officer  
Domestic Postgraduate Research Admissions: All Faculties
33817 | Ms Mel Lewis | International Admissions Officer: HDR Admissions
36938 | Mrs Merrill Fitzgerald | International Admissions Assistant: HDR Admissions