

# Faculty of Science induction guide for new postgraduate research students

## 2009

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## Introduction

Welcome to the research community in the Faculty of Science! We congratulate you on your achievement in being accepted as a candidate for a research degree.

The aim of this guide is to provide you with an overview of the wide range of material, social, academic, and administrative support services that are available to you within the Faculty of Science and the university in general.

Should you have a query on any matter that is not covered here, please do not hesitate to contact your school in the first instance, or the Faculty of Science office.

## Common questions asked by new research postgraduates

### ***What is the MRGS?***

The Monash Research Graduate School (MRGS) is a central administrative body of the university that oversees doctoral and Master of Philosophy (MPhil) candidature. The MRGS also provides a range of services to research postgraduates, including:

- **scholarships** (see page 13);
- **seminars and workshops** (see page 7); and
- a range of **grants** including Postgraduate Travel Grants and Postgraduate Publication Awards.

The MRGS also administers the following:

- **variations to candidature for doctoral students** (see 15); and
- **Annual Progress Reports** for doctoral students and for masters students receiving a centrally allocated scholarship (see page 10).

### ***What is the Research Office?***

The Research Office is a central administrative body of the university that oversees **ethics approval** (see page 8) and **research grants** (see page 14).

### ***What does the Faculty of Science office do for research postgraduates?***

Among its responsibilities the Faculty of Science office approves admission to all postgraduate courses within the faculty, handles variations to candidature for masters students (see page 15), and holds a number of seminars and workshops for postgraduates (see page 7).

### ***How often do I need to provide progress reports?***

Please consult the section 'Progress reporting' on page 10.

### ***Do I need to reenrol each year?***

Yes, or you will lose your student privileges including library and Internet access. The Enrolments Department will forward reenrolment information to doctoral and Master of Science students (MSc) each year (normally in September or October).

## ***What deadlines do I need to meet in my first year?***

### PhD students

1. Faculty of Science Research Plan: end of the first three (3) months (full-time) / six (6) months (part-time).
2. Confirmation of candidature: first 12 months (full-time) / 24 months (part-time).

### MSc students in receipt of a central scholarship

1. Faculty of Science Research Plan: end of the first three (3) months (full-time) / six (6) months (part-time).
2. MRGS Annual Progress Report: due in August of each year.

### MSc students not in receipt of a central scholarship

1. Faculty of Science Research Plan: end of the first three (3) months (full-time) / six (6) months (part-time).
2. Faculty of Science Progress Report: end of first 12 months (full-time) / 24 months (part-time)

For further information please consult the section 'Progress reporting' on page 10.

## ***How long do I have to complete?***

### PhD students

The maximum period of candidature is four (4) years of full-time or its equivalent in part-time candidature up to a maximum of eight (8) years of part-time study. However, the normal length of candidature is considered to be three (3) years full-time (six (6) years part-time). It is strongly recommended that students design a project that can be completed within three (3) years of the commencement of candidature.

### MSc students

The masters is normally undertaken over a period of 24 months (or 48 months part-time) with a maximum of two (2) years full-time candidature allowed (or four (4) years part-time). Part-time candidature is not available to international students.

## ***What is confirmation of candidature?***

All PhD students are required by the MRGS to present their work in progress to a review panel and submit a confirmation of candidature report at the end of their probationary period. This process is expected to take place within the first 12 months of candidature.

Further information is given in chapter 3 of the *Handbook for Doctoral and Master of Philosophy Degrees* (see [www.mrgs.monash.edu.au/research/doctoral/chapter3g.html](http://www.mrgs.monash.edu.au/research/doctoral/chapter3g.html)).

## ***What are my obligations as a postgraduate research student?***

There are a number of obligations that you have, including following Occupational Health Safety (OHSE) and Environment requirements (see 'page 8) and ensuring that you meet the requirements of your candidature (see 'Key publications for research postgraduates' on page 5). Your school may have other requirements that you will need to follow.

## ***What are the obligations of my supervisor (and the university)***

These are outlined in the section 'Research supervision' on page 9.

***How do I deal with any other issues or problems that may arise during my candidature?***

In the first instance you discuss any problems with your supervisor. You may then wish to contact the following persons:

- Head of your school
- Postgraduate coordinator of your school
- Associate Dean (Graduate Studies)
- Postgraduate Committee representatives

Contact details are given below in this document.

***Can I apply for scholarships?***

Yes, if you meet the criteria – see the section ‘Scholarship opportunities’ on page 13.

***Can I apply for research grant funding?***

Yes, if you meet the criteria – see the section ‘Research grant opportunities’ on page 14.

***What if I am sick?***

You are eligible to take sick leave – see the sections ‘Variations to candidature’ on page 15.

***Do I get holidays?***

Yes, you are eligible to take 20 days recreational leave each year – see page 11.

## Key websites for research postgraduates

***Faculty of Science,***

[www.sci.monash.edu.au/postgrad/](http://www.sci.monash.edu.au/postgrad/)

(General information on faculty services, with links to schools.)

***Monash Research Graduate School (MRGS),***

[www.mrgs.monash.edu.au/](http://www.mrgs.monash.edu.au/)

(Information on a wide range of services for research postgraduate students including scholarships, seminars and workshops, the Statistical Consulting Service, and the Monash Research Graduate Centre.)

***Monash Postgraduate Association (MPA),***

[www.monash.edu.au/students/mpa/](http://www.monash.edu.au/students/mpa/)

(Advice and advocacy for all postgraduate students.)

***Research Office,***

[www.monash.edu.au/research/contacts/research-office/](http://www.monash.edu.au/research/contacts/research-office/)

(Research grants, Postdoctoral Fellowships, and ethics approval.)

## Key publications for research postgraduates

### ***Handbook for Doctoral and Master of Philosophy Degrees,***

[www.mrqs.monash.edu.au/research/doctoral/index.html](http://www.mrqs.monash.edu.au/research/doctoral/index.html)

(A comprehensive guide covering admission and candidature requirements, supervision, intellectual property, thesis examination procedures, grievance and appeal, facilities and services, and contact details for major administrative bodies of the university.)

### ***Postgraduate Course Guide for International Students,***

[www.monash.edu.au/international/courses/postgraduate/](http://www.monash.edu.au/international/courses/postgraduate/)

(Information for international postgraduates. While this publication is essentially aimed at prospective students, it provides information on fees and scholarships, visa requirements, and general information on living in Australia that may be of use to current postgraduates.)

## Faculty of Science office contacts

Location: Building 19N, Clayton campus

Postal address: Faculty of Science research office  
Building 19N, Clayton campus  
MONASH UNIVERSITY VIC 3800

### **Administration Officer (Research and Postgraduate Studies)**

Ms Emily Keoylian

Email: [scipgrad@sci.monash.edu.au](mailto:scipgrad@sci.monash.edu.au)

Telephone: (03) 990 59052

Facsimile: (03) 990 51450

### **Manager, Research and Research Training**

Mr Tom Keegan

Email: [Tom.Keegan@sci.monash.edu.au](mailto:Tom.Keegan@sci.monash.edu.au)

Telephone: (03) 990 52079

Facsimile: (03) 990 51450

### **Associate Dean (Graduate Studies) / Convenor of the Research Degrees Committee**

A/Prof Tony Patti

Email: [Tony.Patti@sci.monash.edu.au](mailto:Tony.Patti@sci.monash.edu.au)

Telephone: (03) 990 51620

Facsimile: (03) 990 51450

### **Learning Support**

Location: Hargrave-Andrew Library

Ms Colleen Cridland

Telephone: (03) 9905 52597

Email: [Colleen.Cridland@lib.monash.edu.au](mailto:Colleen.Cridland@lib.monash.edu.au)

## Faculty of Science school contacts

### ***School of Applied Sciences and Engineering (Gippsland campus)***

Mrs Irene Hall

Email: [Irene.Hall@sci.monash.edu.au](mailto:Irene.Hall@sci.monash.edu.au)

Telephone: (03) 990 26446

### ***School of Biological Sciences (Clayton campus)***

Ms Fiona Hibbert

Email: [Fiona.Hibbert@sci.monash.edu.au](mailto:Fiona.Hibbert@sci.monash.edu.au)

Telephone: (03) 990 520880

### ***School of Chemistry (Clayton campus)***

Mrs Monika Walker

Email: [Monika.Walker@sci.monash.edu.au](mailto:Monika.Walker@sci.monash.edu.au)

Telephone: (03) 990 51123

### ***School of Geosciences (Clayton campus)***

Mr Robert Oakley

Email: [Robert.Oakley@sci.monash.edu.au](mailto:Robert.Oakley@sci.monash.edu.au)

Telephone: (03) 990 55767

### ***School of Mathematical Sciences (Clayton campus)***

Ms Linda Mayer

Email: [Linda.Mayer@sci.monash.edu.au](mailto:Linda.Mayer@sci.monash.edu.au)

Telephone: (03) 990 54434

### ***School of Physics (Clayton campus)***

Ms Jean Pettigrew

Email: [Jean.Pettigrew@sci.monash.edu.au](mailto:Jean.Pettigrew@sci.monash.edu.au)

Telephone: (03) 9905 3651

## Committees and student representation

### **Research Degrees Committee (RDC) – Faculty of Science**

A committee that meets to review matters relating to postgraduate coursework and higher degrees by research (HDR) management and policy. Applications for admission and variations to masters candidature are approved at this level. Please direct any queries to the Administration Officer (Research and Postgraduate Studies) in the first instance.

### **Research Graduate School Committee (RGSC) – Monash University**

A committee of the university responsible for administering the university's doctoral and research award programs (see [www.mrqs.monash.edu.au/about/committee/](http://www.mrqs.monash.edu.au/about/committee/)). Applications for admission and variations to doctoral candidature are approved at this level, but are first reviewed and processed by the Monash Research Graduate School (see [www.mrqs.monash.edu.au/](http://www.mrqs.monash.edu.au/)).

### **Faculty of Science Postgraduate Committee – Faculty of Science**

A committee of faculty research postgraduates. Each school has an elected representative (see <http://www.sci.monash.edu.au/postgrad/contact/school.html>).

### ***Student representation on decision-making committees***

Research degree students have representation on both the Research Degrees Committee and the Research Graduate School Committee.

## Seminars and workshops for research postgraduates

The Faculty of Science and the Monash Research Graduate School both run a range of seminars and workshops for research postgraduate students.

### ***Faculty of Science seminars and workshops***

The faculty will run a number of seminars in 2007, details of which will be available on the Faculty of Science website at [www.sci.monash.edu.au/postgrad/seminar.html](http://www.sci.monash.edu.au/postgrad/seminar.html).

### ***Monash Research Graduate School***

The Monash Research Graduate School's program of seminars and workshops focus on key aspects of employment and research training (see [www.mrgs.monash.edu.au/seminars/](http://www.mrgs.monash.edu.au/seminars/)).

## Facilities and support services

Many services and facilities are available to postgraduates within the faculty and at the university level (see [www.monash.edu.au/students/](http://www.monash.edu.au/students/)), including:

### ***Accommodation***

<http://www.monash.edu.au/study/accommodation/>

### ***Childcare***

<http://www.monash.edu.au/students/services/childcare.html>

### ***Counselling***

<http://www.monash.edu.au/students/services/counselling.html>

### ***Disability services***

<http://www.monash.edu.au/students/services/disability.html>

### ***Equity and diversity***

[www.adm.monash.edu.au/sss/pc/equity/](http://www.adm.monash.edu.au/sss/pc/equity/)

### ***Financial aid***

[www.adm.monash.edu.au/commserv/finaid/finaid.html](http://www.adm.monash.edu.au/commserv/finaid/finaid.html)

### ***Health and medical care***

<http://www.monash.edu.au/students/services/medical.html>

### ***Information Technology (university)***

[www.its.monash.edu.au/students/](http://www.its.monash.edu.au/students/)

### ***Information Technology (Faculty of Science)***

[www.sci.monash.edu.au/itsupport/](http://www.sci.monash.edu.au/itsupport/)

### ***Monash Research Graduate Centre***

[www.mrgs.monash.edu.au/centre/](http://www.mrgs.monash.edu.au/centre/)

### ***Resources for student learning***

[www.monash.edu.au/lis/hdr](http://www.monash.edu.au/lis/hdr)

## Ethics approval

Monash University generally requires researchers to obtain a clearance for any research or teaching involving human or animal experimentation.

It is advisable that you make your application early as it can take up to two months to gain the necessary ethics approval for your research. Where required you must include in the front pages of your completed thesis a statement that ethics requirements have been met.

### **Further information**

Research Office,  
[www.monash.edu.au/research/ethics/](http://www.monash.edu.au/research/ethics/)

## Intellectual Property

The university's Intellectual Property regulations for doctoral students are outlined in chapter 6 ('Intellectual property') of the *Handbook for Doctoral and Master of Philosophy Degrees* (see [www.mrgs.monash.edu.au/research/doctoral/chapter6a.html](http://www.mrgs.monash.edu.au/research/doctoral/chapter6a.html)).

### **Plagiarism**

Plagiarism occurs when writers use ideas that are not their own but have been borrowed from others without acknowledgment. To avoid the charge of plagiarism in your thesis, you should distinguish between your ideas and those of other authors. Place quotation marks around all material taken directly from other text material and provide full reference details, including page numbers. Acknowledge other writers' ideas by citing the author and providing all necessary reference details.

It is also considered a form of plagiarism if you submit as part of your thesis, without explanation, any substantial piece of work that has already formed part of the assessment for an earlier degree. You should consult your supervisor if you have any doubts at all as to what exactly would constitute plagiarism.

Plagiarism is regarded as serious academic misconduct. Serious cases of deliberate plagiarism will be dealt with in accordance with the university's disciplinary regulations as outlined in the *Monash University Calendar* (Statute 4.1 Discipline) (see [www.monash.edu.au/pubs/calendar/statutes/statutes04.html](http://www.monash.edu.au/pubs/calendar/statutes/statutes04.html)).

## Occupational Health, Safety and Environment (OHSE)

The university strives to provide a safe and healthy environment for its employees, students, and visitors at all of its campuses and premises. There is a general legal responsibility to this effect under common law and there are also specific requirements placed on the university under various acts and regulations of statutory law.

Please note that your school will have specific OHSE policies and guidelines in relation to such areas as laboratory work and field trips, and that it is your responsibility to adhere to these requirements. ***You should contact the OHSE officer in your school if you have any doubts about these requirements.***

Please visit the following websites for information on how to respond to accidents, incidents, and emergencies, and to find faculty and university OHSE staff.

## **Further information**

Faculty of Science, Occupational Health, Safety and the Environment,  
<http://www.sci.monash.edu.au/postgrad/ohse.html>

Monash University, Occupational Health, Safety & Environment,  
[www.adm.monash.edu.au/ohse/](http://www.adm.monash.edu.au/ohse/)

## **Research supervision**

### **Code of practice for supervision of doctoral and research masters candidates**

Both doctoral and masters students should consult the *Code of practice for supervision of doctoral and research masters candidates* that forms part of chapter 5 ('Supervision') of the *Handbook for Doctoral and Master of Philosophy Degrees* (see [www.mrgs.monash.edu.au/research/doctoral/chapter5a.html](http://www.mrgs.monash.edu.au/research/doctoral/chapter5a.html)).

This code is divided into the following five parts:

- A. Responsibilities at the institutional Level
- B. Responsibilities at the centre, school, departmental and faculty Level
- C. Responsibilities of the supervisor
- D. Responsibilities of the candidate
- E. Conflicts of interest

It is important that you and your supervisor consult this document on a regular basis.

### **Attendance**

Students are expected to attend campus regularly to consult with their supervisor(s), attend school seminars, and to use the library or facilities. It may be possible, in exceptional situations, for arrangements to be made which allow a student to work away from the university.

If you are a **part-time** student, it is recommended that you have contact with your supervisor for the equivalent of approximately one hour per week, no less than once a month. If you are a **full-time** student, it is recommended that you have contact with your supervisor for the equivalent of approximately one hour per week, no less than once a fortnight. It is your responsibility as well as that of your supervisor to arrange such contact time.

Full-time students are allowed to undertake up to 15 hours of work on average in any one week, although a maximum of six hours only on average of this employment may be undertaken during normal working hours (9 am – 5 pm Monday to Friday).

### **Participating in academic life**

The faculty hopes that students will contribute towards the building of a research community by participating in faculty and school / centre committees, meetings and seminars, attending and offering papers at conferences, and submitting papers for publication in research journals.

Sharing of ideas and progress is an essential and rewarding part of the process of becoming a skilled researcher. Staff and students organise a number of seminars and discussion groups in which students may participate, details of which are given on the faculty website at [www.sci.monash.edu.au/postgrad/seminar.html](http://www.sci.monash.edu.au/postgrad/seminar.html) and via faculty and school emails / newsletters.

## Changing your supervision arrangements

Students may need to change their supervision arrangements for a number of reasons, including when a supervisor goes on leave, resigns or retires, or interpersonal problems arise. In each case you should speak first to your supervisor and school, and then contact the Faculty of Science research office should the problems continue.

### ***You become dissatisfied with your relationship with your supervisor***

While rare, it may happen that you become dissatisfied with your relationship with your supervisor. This could happen for reasons related to the content of your thesis – your interests and your supervisor’s may diverge during your candidature to the point where you feel you are not getting sufficient help – or because of interpersonal difficulties. Whatever the cause, you should do something constructive about the problem until the matter is resolved, if possible, by frank discussions with your supervisor and/or your associate supervisor, or by referring the matter to the Associate Dean (Graduate Studies).

## Problems with supervision arrangements

The establishment of a satisfactory working relationship between supervisor and student should minimise many of the difficulties that may arise in relation to candidature. If, however, problems emerge which are either directly related to your research or which may indirectly affect your ability to continue, it is essential that you keep in contact with the faculty.

If a difficulty arises that requires you to change your supervisor, take time off from study, take time away from home or that affects your enrolment in any way you will need to ensure that both the faculty (for masters students) or Monash Research Graduate School (doctoral students) are advised of any changes to your enrolment status.

### ***Further information***

For masters students:

[www.sci.monash.edu.au/postgrad/supervision.html](http://www.sci.monash.edu.au/postgrad/supervision.html)

For doctoral students:

[www.mrgs.monash.edu.au/research/students/variation.html](http://www.mrgs.monash.edu.au/research/students/variation.html)

## Progress reporting

### **Research Plan – Faculty of Science**

All new students enrolled in the courses Doctor of Philosophy (PhD), Master of Philosophy (MPhil), Master of Science (MSc), and Master of Science Preliminary are required to submit to their school a detailed Research Plan (a minimum of 1500 words) and timetable at the end of the first three (3) months of equivalent full time candidature (or six (6) months part-time).

This plan will identify specific aspects of the student's research program. It will include:

- a preliminary literature review;
- an outline of the applicable research methodology;
- a summary of the equipment and facilities needed for the project; and
- timelines and milestones for the project for the coming year.

This document will be reviewed by the postgraduate coordinator (or nominee) of the school in which the student is enrolled and used as part of the review of the progress of the student at the end of his or her first year. It will help to identify any problems early in the candidature and assist the student and supervisor to clarify any concerns relating to the research program.

### **Annual Progress Report – Monash Research Graduate School**

All doctoral and Master of Philosophy (MPhil) students are required to complete Monash Research Graduate School (MRGS) Annual Progress Reports. Students will be advised of this requirement by the MRGS in June or July of each year, with reports normally due in August.

### **Master of Science (MSc) students in receipt of a central scholarship**

All MSc students in receipt of a university or Commonwealth of Australia Scholarship (for example, an Australian Postgraduate Award (APA) or Monash Graduate Scholarship (MGS)) are required to complete Monash Research Graduate School (MRGS) Annual Progress Reports. Students will be advised of this requirement by the MRGS in June or July of each year, with reports normally due in August.

### **Progress Report – Faculty of Science for Master of Science (MSc) students not in receipt of a central scholarship**

Other MSc students will be required to complete a Faculty of Science Progress Report at the end of the first 12 months of equivalent full time candidature (or 24 months part-time). Students will be advised of this requirement by the Graduate Studies Officer within 9-12 months after the start of their research program. If this report raises concern, the Associate Dean (Graduate Studies) will seek further information from the student and school.

### **Additional school requirements**

Please note that schools may have additional requirements to those described here. Students should contact their school if they have any queries in this regard.

### **Confirmation of candidature for PhD and MPhil students / upgrade from masters to doctoral candidature**

Students and their supervisors should be aware of the MRGS requirements in respect of confirmation of PhD and MPhil candidature, and upgrade from masters to PhD candidature. Students who have confirmed their candidature are exempt from providing an MRGS Annual Progress Report in the same year if the confirmation has been finalised within three (3) months prior to the deadline for the report.

## **Recreational leave**

Postgraduate research students are entitled to 20 days recreation leave a year. The maximum amount of annual leave that may be accumulated before it is taken in part or full is 30 days. Accumulated leave in excess of 30 days will be relinquished. The supervisor's agreement must be obtained before leave is taken and the school notified in writing of intended leave arrangements.

## Procedures for booking travel

### Application to be made for 'Study Away'

Doctor of Philosophy (PhD) students must complete the Monash Research Graduate School (MRGS) 'Application to study away for doctoral and MPhil candidates, and / or scholarship holders' form ([www.mrgs.monash.edu.au/research/students/studyaway.doc](http://www.mrgs.monash.edu.au/research/students/studyaway.doc)). On return from an approved period of study away doctoral students will be required to lodge a Resumption Form ([www.mrgs.monash.edu.au/research/students/resum.doc](http://www.mrgs.monash.edu.au/research/students/resum.doc)) with the MRGS.

Master of Science (MSc) students complete the 'Application for variation to masters candidature' form ([www.sci.monash.edu.au/postgrad/docs/conversionft-pt.doc](http://www.sci.monash.edu.au/postgrad/docs/conversionft-pt.doc)) and should advise the Graduate Studies Officer when they have returned.

### Bookings to be made through HRG Australia or Voyager Travel

Postgraduate students are required to make their travel bookings through either [HRG Australia](#) or [Voyager Travel](#), the Monash University preferred travel management companies.

Bookings for international travel must be made by telephone or email, while domestic travel bookings can be made online via the [ResX Online \(HRG\) booking system](#) or the [Serko Online \(Voyager\) booking system](#).

### Flightlock systems

International travel bookings made through either HRG Australia or Voyager Travel will be automatically entered into Flightlock, a traveller locator system implemented by Monash University in February 2005 to track its travelling staff and postgraduate research students and to collect data for travel insurance purposes.

### Use of travel agents other than HRG Australia

A postgraduate student who is paying for at least 80 per cent of their travel costs personally from their own after-tax income, or from funds which are in no way recoverable from the university, may choose not to use HRG Australia or Voyager Travel. A written quotation from another travel agent may be used only under the following conditions:

- The quotation must be for a bookable seat (availability has been confirmed);
- The written quotation has been forwarded to HRG Australia or Voyager Travel via the Travel Advisory Office to provide HRG Australia and Voyager Travel with an opportunity to match the booking;
- HRG Australia and Voyager Travel are unable to match the booking; and
- The postgraduate student has informed the Travel Advisory Office to enable a manual listing in the Flightlock system.

### Insurance coverage for postgraduate research students

All Monash University postgraduate research students are covered by the [Monash University general insurance policy for domestic or international travel](#) for their research or university work.

Any holiday travel associated with the authorised business travel is also covered.

The travel insurance policy is designed for short term business trips with a maximum duration of six months.

For any planned trip exceeding six months students should contact [Insurance Services](#).

### **Preparation of a Travel Plan for international travel**

Postgraduate students undertaking international travel are required to lodge an authorised Monash University Travel Plan with the person nominated with responsibility for collection of staff travel information in their faculty.

For Science postgraduates, a Faculty of Science Staff International Travel Plan ([www.sci.monash.edu.au/staff/forms/docs/travelapproval.doc](http://www.sci.monash.edu.au/staff/forms/docs/travelapproval.doc)) must be completed and lodged with:

Mr Tom Keegan  
Manager, Research and Research Training  
Faculty of Science office, Building 19N  
Clayton Campus

### **Procedures in relation to applications for Postgraduate Travel Grants**

Postgraduate students applying for Monash University Postgraduate Travel Grants to undertake international travel should submit the application along with the completed Faculty of Science Staff International Travel Plan form to their school for review and approval.

### **Preparation of a Travel Diary for international travel**

Postgraduate students undertaking international travel are required to complete and submit a Monash University Travel Diary ([www.adm.monash.edu.au/finance/taxation/FBT/doc/Business\\_travel\\_diary.xls](http://www.adm.monash.edu.au/finance/taxation/FBT/doc/Business_travel_diary.xls)) by the end of the trip to the Manager, Research and Research Training in the Faculty of Science office.

## **Scholarship opportunities**

A number of scholarship schemes are available through Monash University, including:

### ***For Australian citizens / Australian permanent residents / New Zealand citizens***

- Australian Postgraduate Award (APA)
- Monash Graduate Scholarships (MGS)

These are stipend scholarships that cover living expenses. The stipend rate for full-time students in 2009 is \$20,427.00

### ***For international students***

- Monash Graduate Scholarships (MGS)

This is a stipend scholarship that covers living expenses. The stipend rate for full-time students in 2009 is \$20,427.00

- Endeavour International Postgraduate Research Scholarships (IPRS)
- Monash International Postgraduate Research Scholarship (MIPRS)

These awards cover tuition fees and the costs of Overseas Student Health Cover (OSHC).

### **Eligibility requirements**

Please note that the application process is extremely competitive and that applicants will need to hold qualifications / experience that are assessed by the university as being H1 or H1 Equivalent. Please consult the Monash Research Graduate School (MRGS) web pages below for further information.

### **Application process**

Applications are able to be made online (see [www.mrgs.monash.edu.au](http://www.mrgs.monash.edu.au)). The deadline for applications is **Friday, 31 October 2009**. Successful applicants will be informed in late December.

#### ***Further information***

Monash Research Graduate School, Scholarships and Grants,  
[www.mrgs.monash.edu.au/scholarships/](http://www.mrgs.monash.edu.au/scholarships/)  
 (General overview of scholarships available to postgraduate research students.)

Faculty of Science, Scholarship Opportunities for Science Postgraduates,  
[www.sci.monash.edu.au/postgrad/scholarship.html](http://www.sci.monash.edu.au/postgrad/scholarship.html)  
 (General overview of scholarships available to postgraduate research students.)

JASON (Joint Academic Scholarships Online Network),  
[www.jason.edu.au/](http://www.jason.edu.au/)  
 (A national database of postgraduate scholarships for Australia.)

## **Research grant opportunities**

Postgraduate research students are able to apply for both Monash University and external funding schemes, provided that:

- they meet the grants scheme criteria (and in many cases they will not); and
- the application has the support of the supervisor and the head of school.

It is desirable that any such applications be made jointly with the supervisor.

Australian Research Council (ARC) guidelines do not permit provision of funding for research undertaken as part of postgraduate studies or the provision of a stipend related to that research.

#### ***Further information***

Research Office, Grant Schemes,  
[www.monash.edu.au/research/academics/funding/index.html](http://www.monash.edu.au/research/academics/funding/index.html)

Research Office, Eligibility for Funding,  
[www.monash.edu.au/research/academics/funding/who-can-apply.html](http://www.monash.edu.au/research/academics/funding/who-can-apply.html)

## Variations to candidature

You may need to vary your candidature for a number of reasons, including transferring from masters to PhD candidature, suspending your research program due to illness or for personal reasons, taking maternity or sick leave, and applying to write your thesis away from the university. For further information visit [www.sci.monash.edu.au/postgrad/variation.html](http://www.sci.monash.edu.au/postgrad/variation.html).

## Cessation of candidature without obtaining a degree

For students who do not submit a thesis, candidature may be ended in one of four ways.

### 1. *Withdrawal*

Doctoral students wishing to withdraw from candidature must apply to do so through the Monash Research Graduate School ([www.mrgs.monash.edu.au/research/students/variation.html](http://www.mrgs.monash.edu.au/research/students/variation.html)) and be aware that if they withdraw they will not be permitted to be re-admitted to candidature within four years from the date of withdrawal. Masters students who wish to withdraw from their course should consult with their supervisor, and then inform the Research Degrees Committee (RDC) in writing via the Graduate Studies Officer.

### 2. *Lapse*

Students who fail to enrol after acceptance of their application or who fail to re-enrol in subsequent years are technically no longer students of the university. Their candidature will be automatically regarded as having lapsed. In such cases candidature may only be reinstated at the discretion of the Research Graduate School Committee (RGSC) (doctoral students) or Research Degrees Committee (RDC) (masters students).

### 3. *Expiration of Time*

Students whose time has expired or is nearing expiration shall have their candidature reviewed by the Research Degrees Committee (RDC). The committee may grant an extension if the student makes a written application with the written support of their supervisor; otherwise it will confirm that candidature has expired and inform the Faculty Board of such expiration. If an extension is not granted, the student may appeal in writing to the Faculty Board asking it to review the decision of the Research Degrees Committee (RDC).

### 4. *Termination of Candidature*

If the Research Degrees Committee regards a student's progress as unsatisfactory, candidature may be terminated by Faculty Board (masters students) or the Research Graduate School Committee (doctoral students). In such a case the student is informed in writing that termination has been recommended and of the reasons for that recommendation. The student may submit written evidence appealing against the recommendation.

## Academic appeals procedures

Candidature also ends when a thesis has been failed. If this does happen, students do have the right to appeal against the examiners' decision. See Chapter 8 ('Grievance and appeal, discipline and termination') of the *Handbook for Doctoral and Master of Philosophy Degrees* ([www.mrgs.monash.edu.au/research/doctoral/chapter8a.html](http://www.mrgs.monash.edu.au/research/doctoral/chapter8a.html)).

## Thesis examination and support

Doctoral students should consult the Monash Research Graduate School (MRGS) website for examination guidelines ([www.mrgs.monash.edu.au/research/examination/index.html](http://www.mrgs.monash.edu.au/research/examination/index.html)), while masters students should consult the faculty website at [www.sci.monash.edu.au/postgrad/mscexamination.html](http://www.sci.monash.edu.au/postgrad/mscexamination.html).

### ***Junior Honorary Research Associate***

Students who have submitted their thesis for examination lose their status as a student and are no longer entitled to access libraries and other university services. However, they may apply to be appointed as a Junior Honorary Research Associate for an initial period of no longer than six months which will allow them to have a Monash University Staff identity card with full staff access rights. There is no salary entitlement with this appointment. Further information is available from <http://www.mrgs.monash.edu.au/research/examination/overview.html>.

### ***Postgraduate Publications Award (PPA)***

The Postgraduate Publications Award provides support for students who, having submitted their thesis, wish to write up some of their research for publication while they await the result of their examination. Stipend support, equivalent to the Australian Postgraduate Award (APA) rate, is available for a period of up to three months. Further information and an application form is available online at [www.mrgs.monash.edu.au/scholarships/other/index.html](http://www.mrgs.monash.edu.au/scholarships/other/index.html).

## Graduation

Doctoral students will be advised by the Monash Research Graduate School (MRGS) when they have satisfied the requirements for their degree, and given information on how to graduate. Likewise, the Graduate Studies Officer will provide advice to masters students.

For further information visit [www.sci.monash.edu.au/postgrad/graduation.html](http://www.sci.monash.edu.au/postgrad/graduation.html).