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## **OUR DEPARTMENT**

Welcome to the Department of Otolaryngology at the University of Melbourne. Our staff members are here to ensure you achieve your goals and enjoy your time studying with us.

### **OUR STAFF**



Professor Richard Dowell  
Head of Department



Dr. David Sly  
Postgraduate Co-ordinator



Annie Cruse  
Student Services Officer



Assoc. Professor Gary Rance  
Honours Coordinator



Rachel Holthouse  
Department Manager



Frank Neilson  
Chief Technical Officer and  
Laboratory Manager



Elisa Borg  
BRC Manager



Stas Surowiecki  
IT Manager



Paul Quilty  
Librarian

Find out who our other members of staff are by visiting:  
[http://www.medoto.unimelb.edu.au/intranet/Directory/  
photoboard.html](http://www.medoto.unimelb.edu.au/intranet/Directory/photoboard.html)

## HONOURS STUDENTS

The Honours program in Otolaryngology aims to provide students with the skills required to carry out research related to the function of the auditory system. In achieving this objective, students should develop abilities to critically analyse research literature, formulate research plans based on hypotheses and statistical requirements, present and defend research results and write a coherent research thesis.

### **Coordinator**

Associate Professor Gary Rance

### **Duration and Commencement of the Course**

The honours program can only be undertaken on a full-time basis, which commences in February and finishes in November. There is no mid-year intake.

### **Advanced Coursework**

The advanced coursework subject comprises two subjects: Research Methods in Communication Science, which will be examined by written examination and oral presentation; and Introduction to Hearing Science which will be examined by written examination and two written assignments. The latter subject will have components chosen to be relevant to the student's research project area, and may include anatomy and physiology, perception of sound and speech, acoustics or other relevant topics. For an up-to-date version of the timetable, please see the Student Services Officer.

### **Research Project**

The research project subject comprises completion of a supervised research project, for which an oral presentation of the aims and methods is to be given during the year, and an oral presentation to the Department on the results of this project is to be given near the completion of the project. A written report (thesis) is required at the completion of the project.

## **Semester Dates 2008**

First semester: Friday 8 February to Friday 6 June

Easter break: Friday 21 March to Thursday 27 March (inclusive)

Swot vac and exam period: Monday 9 June to Friday 27 June

Mid-year break: Monday 30 June to Friday 18 July (inclusive)

Supplementary exams: Wednesday 9 July to Friday 11 July

Second semester: Monday 21 July to Friday 17 October

Swot vac and exam period: Monday 20 October to Friday 21 November

## **Assessment**

### Research Project

- Oral Presentation 1: Literature Review  
Departmental Seminar in May (30 mins)
- Oral Presentation 2: Summary of Findings  
Departmental Seminar Oct/Nov (50 mins)
- Research Thesis: Due early November.

### Coursework

Assessment is dependent on the subjects undertaken.  
Details will be provided at the first lecture.

# PHD STUDENTS

## **Melbourne School of Graduate Research PhD Handbook**

The Melbourne School of Graduate Research PhD Handbook should be the first reference that students access for information about all aspects of candidature. Information in this handbook is updated on the web and the most up-to-date version of the handbook can be found at: <http://www.gradstudies.unimelb.edu.au/phd/enrolcandid/phdhbk/>.

The handbook is also a resource to help guide students, supervisors and heads of departments through enrolment, changes to candidature, submission and examination procedures. It provides information on the Code of Conduct for Research, ethics approval and intellectual property. Appendix A includes the responsibilities of candidates, principles for PhD supervision and responsibilities of academic departments to PhD students. Appendix B gives the text of legislation and the Prescriptions of the Academic Board pursuant to that legislation as amended by November 2005.

## **Progress Interviews**

The Department of Otolaryngology conducts a series of one-on-one progress interviews with PhD students throughout the course of their candidature. These interviews are informal and are conducted by the Postgraduate Co-ordinator and the Student Services Officer.

A range of topics will be discussed during the interview including student/supervisor expectations, establishing mandatory supervisory panels, departmental policies regarding conferences, travel, and confirmation of candidature and progress.

## **Financial Aid**

Students experiencing financial difficulties should seek information from the University's financial aid office. [www.services.unimelb.edu.au/finaid](http://www.services.unimelb.edu.au/finaid) Brochures are also available from the Student Services Officer.

The Department of Otolaryngology may provide financial assistance to certain students through a stipend and/or an offer of casual employment. For more information please visit:

<http://www.medoto.unimelb.edu.au/intranet/students>

## **GENERAL REQUIREMENTS FOR ALL STUDENTS**

### **Security**

All students will be issued with hospital ID tags at the start of their candidature. ID tags must be worn at all times on hospital grounds.

### **Plagiarism**

Students should be aware that plagiarism will not be tolerated. Please refer to the following University website for more information:

[www.services.unimelb.edu.au/plagiarism/plagiarism.html](http://www.services.unimelb.edu.au/plagiarism/plagiarism.html)

The Department of Otolaryngology advocates the use of Turnitin.

<http://academichonesty.unimelb.edu.au/turnitin/students.html>

### **Laboratories**

All new students who will be working in laboratories must complete a laboratory induction with the Laboratory Manager.

### **Working with Animals**

All new students who will be working with animals must complete an induction with the BRC Manager.

## **LIBRARIES**

### **Mollison House – Information Resource Centre (IRC) for Post Graduate Students**

The IRC contains a small collection of journals and books on the subjects of otolaryngology, audiology and neurophysiology as well as an extensive collection of Masters and PHD theses from the Department of Otolaryngology. Contact: Librarian 9667 7547

### **School of Audiology Library**

The School of Audiology Library is open to all students in the Department and is located at 172 Victoria Pde. Borrowing limits apply.

### **Ronald Lowe Library (RVEEH)**

This library houses an extensive collection of books and journals on the subjects of otolaryngology and ophthalmology. Visit <http://www.rveeh.vic.gov.au/library/> for more information.

# THE DEPARTMENT OF OTOLARYNGOLOGY

## WHO DO I SEE IF I HAVE A PROBLEM?

MY PROBLEM IS ABOUT	WHO CAN HELP
<p>University administration matters, desk, workspace, confirmation and completion, and conference travel</p>	<p>Student Services Officer Annie Cruse: Ph. 9929 8749</p> <p>Postgraduate Coordinator David Sly: Ph. 9929 8385</p>
<p>IT Services</p>	<p>IT Manager Stas Surowiecki: Ph. 9667 7531</p> <p>IT Officer Andrew Purnama: Ph. 9667 7551</p>
<p>Sexual Harassment</p> <p>Discrimination</p> <p>Bullying</p> <p>Grievance</p> <p>Personal Problems</p>	<p>Harrassment and Discrimination Contact Officer Judy Lockie: Ph. 9929 8743</p> <p>Honours Coordinator Gary Rance: Ph. 9929 8745</p> <p>Department Manager Rachel Holthouse: Ph. 9667 7541</p> <p>Head of Department Richard Dowell: Ph. 9667 7548</p>

## UNIVERSITY SUPPORT SERVICES

### Equal Opportunity & Sexual Harassment Issues

The University of Melbourne has a strong commitment to equal opportunity and to providing a safe environment for students and staff. Specialist staff are available at the Parkville campus to deal with concerns and complaints regarding equal opportunity, sexual harassment, discrimination on any grounds, and bullying. Brochures detailing University policy and procedures to do with equal opportunity are available from the Student Services Officer.

### Sexual Harassment / Discrimination Equal Opportunity Unit

Phone: 8344 4438

Anti-Discrimination Advisers MD&HS: Roger Hurcombe

Phone: 8344 7876

<http://www.hr.unimelb.edu.au/advice/support/dm>

### Bullying

Equal Opportunity Unit

Anti-Bullying Coordinator: Lara Rafferty

Phone 8344 4437

### Grievance Counselling Service

Phone: 8344 6927

[www.services.unimelb.edu.au/counsel](http://www.services.unimelb.edu.au/counsel)

### School of Graduate Studies

Phone: 8344 8599

[www.gradstudies.unimelb.edu.au](http://www.gradstudies.unimelb.edu.au)

### UMPA Research Advisory Officers, University of Melbourne Postgraduate Association

Phone: 8344 8657

[www.umpa.unimelb.edu.au/advice/](http://www.umpa.unimelb.edu.au/advice/)

### Academic / Administrative

Academic Secretary (Academic Board)

Phone: 8344 7527

[www.unimelb.edu.au/abp/](http://www.unimelb.edu.au/abp/)

**Royal Victorian Eye and Ear Hospital Buildings  
The University Of Melbourne**

<b>Emergency Number</b>	<b>444</b>
<b>Security</b>	<b>8555</b>
<b>Pager</b>	<b>555</b>
<b>Fire Warden</b>	<b>See notices in your local area</b>
<b>Deputy Fire Warden</b>	<b>See notices in your local area</b>
<b>First Aiders</b>	<b>See notices in your local area</b>

COLOUR CODE	EMERGENCY ACTION
<b>CODE RED</b> <b>FIRE &amp; SMOKE</b>	Remove self/others from danger. Close doors/windows to isolate smoke. Break glass alarm. Dial <b>000</b> & <b>444</b> and notify senior person. Fight fire if safe to do so. Follow instructions of senior person.
<b>CODE ORANGE</b> <b>EVACUATION</b> <b>ASSEMBLY AREAS:</b>	Assemble as directed and perform head count. Check all rooms and ensure doors/windows closed. Evacuate as directed by senior person. Morrison Place outside Emergency
<b>CODE BLUE</b> <b>MEDICAL EMERGENCY</b>	Dial <b>000</b> & <b>444</b> and notify location of person. Turn person on side. Maintain airway, breathing and circulation as required. Brief medical emergency team on arrival.
<b>CODE GREY</b> <b>PERSONAL THREAT</b>	Dial <b>444</b> state code and location. Remove self and others from danger. Don't jeopardise safety. Brief response team on arrival.
<b>CODE BLACK</b> <b>SERIOUS PERSONAL THREAT</b>	Dial <b>444</b> and notify senior person. Remove self/others from danger. Follow instructions from senior person. Observe from a safe distance and note appearance.
<b>CODE PURPLE</b> <b>BOMB OR SUBSTANCE THREAT</b>	Dial <b>444</b> and notify senior person. If threat is by phone, use checklist and record information for police. Prolong call and do not replace the handset. Do not touch unidentified or unfamiliar objects. Assist in search if requested. Report discovery.
<b>CODE YELLOW</b> <b>INTERNAL EMERGENCY</b>	Remove self/others from danger. Dial <b>444</b> and notify senior person. Follow instructions from engineering staff or senior person. Prepare to evacuate.
<b>CODE BROWN</b> <b>EXTERNAL EMERGENCY</b>	Remain in work area. Do not leave building unless instructed to do so. Await instructions from emergency response team. Assist team as required.
<b>ALL CLEAR</b>	Resume normal duties