



Melbourne Doctoral Graduates

Doctoral degrees at the University of Melbourne seek to develop graduates who demonstrate academic leadership, increasing independence, creativity and innovation in their research work. In addition, professional doctoral studies provide advanced training designed to enhance professional knowledge in a specialist area, and encourage the acquisition of a wide range of advanced and transferable skills.

The University expects its doctoral graduates to have the following qualities and skills:

- an advanced ability to initiate research and to formulate viable research questions;
- a demonstrated capacity to design, conduct and report sustained and original research;
- the capacity to contextualise research within an international corpus of specialist knowledge;
- an advanced ability to evaluate and synthesize research-based and scholarly literature;
- an advanced understanding of key disciplinary and multi-disciplinary norms and perspectives relevant to the field;
- highly developed problem-solving abilities and flexibility of approach;
- the ability to analyse critically within and across a changing disciplinary environment;
- the capacity to disseminate the results of research and scholarship by oral and written communication to a variety of audiences;
- a capacity to cooperate with and respect the contributions of fellow researchers and scholars;
- a profound respect for truth and intellectual integrity, and for the ethics of research and scholarship;
- an advanced facility in the management of information, including the application of computer systems and software where appropriate to the student's field of study;
- an understanding of the relevance and value of their research to national and international communities of scholars and collaborators;
- an awareness where appropriate of issues related to intellectual property management and the commercialisation of innovation; and
- an ability to formulate applications to relevant agencies, such as funding bodies and ethics committees

In order to achieve these aims, the Department of Otolaryngology seeks to establish clear policies and guidelines for PhD research. The first step is to ensure both the candidate and the supervisor are fully aware of the responsibilities of PhD study prior to enrolment. Contained in this document is an outline of the various areas of responsibility for each party, including the Department's, the supervisor(s)' and the candidate's. Please read this document carefully and make time to discuss any areas of concern with your supervisor and/or the Department's RHD coordinator before you sign it.

PART A - RESPONSIBILITIES OF THE DEPARTMENT
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It is the Department's responsibility:

- To ensure that the research area is of interest to the supervisor(s), is within the range of their methodological and theoretical expertise and that supervisors can provide adequate supervision to the student when their other academic commitments are taken into account
- To ensure appropriate staff members are available to supervise the student until the end of candidature. For example, if a supervisor takes study leave or is absent from the Department for more than two months, arrangements for alternative supervision must be resolved to the satisfaction of the student, the Department and the RHD Committee.
- To ensure that a PhD advisory committee is established for each new student, as per the School of Graduate Research Policy.
- To make general guidelines regarding authorship of publications within the discipline available to students.
- To provide an appropriate physical and intellectual environment for all students. Students will be encouraged to participate in research seminars and will be given every opportunity to become an integral part of the research milieu of the Department and the discipline.
- To ensure both students and supervisors are aware of the University support services related to grievance, discrimination, bullying or complaints related to academic decisions.
- To direct students to University sources of financial aid should the need arise.
- To disseminate University information relevant to PhD students and supervisors
- To ensure the student's supervisor has engaged in recent PhD supervision training
- To ensure that students receive a comprehensive induction to the Department

PART B - RESPONSIBILITIES OF THE SUPERVISOR

It is the supervisor's responsibility:

- To ensure that the student has the necessary prerequisites for admission to candidature.
- To determine if the student appears to have the capacity required to undertake the PhD successfully.
- To establish that the research project proposed is appropriate for the degree of Doctor of Philosophy and that the Department of Otolaryngology is the most appropriate department in which the research should be undertaken.
- To assess project feasibility in terms of time, facilities, equipment, source material, funding, and be able to provide the Department with a budget overview.
- To induct the new student into the Department of Otolaryngology
- To have recently completed basic training on postgraduate supervision skills.
<http://www.gradstudies.unimelb.edu.au/unistaff/policy/pdf/EnhancingResearchSupervision.pdf>
- To have read the University of Melbourne's *Code of Conduct for Research* policy document:
<http://www.gradstudies.unimelb.edu.au/phd/enrolcandid/phd/bk/researchguideline/responsibleconduct.html>
- To participate in School of Graduate Research initiatives on student supervision, including workshops and seminars on core skills and specific supervision issues, which are targeted at both experienced and inexperienced supervisors.
- To observe the Department's procedures regarding student grievance issues and be familiar with the University support services available for student complaints regarding sexual harassment, discrimination and bullying.
- To be familiar with the IP guidelines surrounding research as approved by the Academic Board. <http://www.research.unimelb.edu.au/ridg/ip/>.
- Establish frequency and time of meeting with the new student
- Discuss timelines for completion
- Clarify expected hours of attendance
- To be fully aware of and compliant with the University's Policy on the Management of Research Data and Records <http://www.unimelb.edu.au/records/research.html>
- Read the PhD Student Handbook and be familiar with its policies and procedures

PART C - RESPONSIBILITIES OF THE CANDIDATE

It is the student's responsibility:

- To have discussed the research project thoroughly with their supervisor(s).
- To be aware of what other academic activities may be required, for example, professional development activities, presentations and committee work. Students are encouraged to look at the following web pages:
<http://www.gradstudies.unimelb.edu.au/phd/enrolcandid/phdhubk/intro/>
- To have discussed their respective roles in the work with their supervisor(s) and be satisfied that the supervisor(s) can devote adequate time to the project.
- To be sufficiently knowledgeable about the research environment of the Department of Otolaryngology and to feel confident about embarking on a Research Higher Degree.
- To have a clear understanding of what Departmental and University facilities will be available throughout the candidature.
- To have read the University of Melbourne's *Code of Conduct for Responsible Research* policy documents:
<http://www.gradstudies.unimelb.edu.au/phd/enrolcandid/phdhubk/researchguideline/responsibleconduct.html>
- To be fully aware of the University's policy on plagiarism.
<http://academichonesty.unimelb.edu.au/>
- To be aware of the IP guidelines surrounding research as approved by the Academic Board. <http://www.research.unimelb.edu.au/ridg/ip/>.
- To observe the University's Occupation and Health and Safety Policy and Environmental Policy
- To have read the PhD Student Handbook and be familiar with its policies and procedures
- To be fully aware of and compliant with the University's Policy on the Management of Research Data and Records <http://www.unimelb.edu.au/records/research.html>

