

The Microbiology Postgraduate Handbook

Supervisory and reporting arrangements

All postgraduate students are assigned a primary supervisor in their area of expertise who is responsible for supervising the student's research. Students are expected to maintain close day-to-day contact with their primary supervisors during the course of their research to discuss project strategies, methods, results, publication etc. Students will report their research progress to their supervisor in whatever additional forms the supervisor may deem desirable (eg. presentations at lab. meetings). In addition all students will report annually to a Supervisory Committee, comprising all senior academics (Level B and above) and student research supervisors in the Department. This report will take the form of an annual research presentation to the Supervisory Committee as either a full seminar or a half-seminar within the Department's research seminar programme. All students are also required by the university to complete written Annual Progress Reports. Postgraduate students are encouraged to discuss their progress and their research at any time with any member of the Supervisory Committee.

Postgraduate Coordinator

The current Postgraduate Coordinator is Prof. Paul Fisher.

Candidature, scholarship and supervisory arrangements

Students should discuss any intended or desired changes to their candidature, scholarships, supervisory arrangements etc. with the Postgraduate Coordinator. This includes applications for extension of scholarships and/or candidature, changes to part-time candidature, applications to suspend candidature etc.

Training programmes

All postgraduate students are trained in the research techniques appropriate to their projects by their supervisor and/or colleagues within their laboratory or elsewhere as required. In addition all newly commencing students who have not already done so as part of the Honours programme, will join with the Honours students in February training sessions covering Radiation Protection, Laboratory Safety, Gene Technology Regulations, Library Use for Research in Microbiology.

All postgraduate students are provided with and required to read the Microbiology Department Staff and Students Safety and Induction Manual. Keys to the Department and research laboratories will not be issued to new students until they have certified that this has been done.

Orientation

Department

Commencing postgraduate students will be welcomed to the Department and their research group by their supervisor who will ensure they are helped to settle in.

Faculty and University

Postgraduate students are required to access the following websites and to become aware of their contents. PG students commencing in 2005 or thereafter will be asked to sign that they have done so as part of the annual progress report which they submit in the middle of the academic year. It is expected that students conduct themselves according to the university regulations and guidelines at these web sites.

Faculty of Science Technology and Engineering Essential Information for Postgraduate Students

<http://www.latrobe.edu.au/scitecheng/students/EssentialInfoPostGrads.htm>

The 2005 Postgraduate Handbook for the University:

<http://www.latrobe.edu.au/handbook/pg/>

Guidelines for the conduct of research:

<http://www.latrobe.edu.au/rgso/information/forms/CRC%202003.doc>

IP policy plus information such as lab record keeping, patents etc, and a list of staff who can help with IP

<http://www.latrobe.edu.au/rgso/contracts/>

Code of ethics for conducting research at LTU (Human Ethics):

http://www.latrobe.edu.au/humanities/resources/forms/HEC_guidelines_August2004.pdf

FSTE web site containing information for students and staff working on research and/or teaching projects requiring Animal or Human Ethics Committee Approval:

<http://www.latrobe.edu.au/scitecheng/students/ResearchEthics.html>

The university computer regulations:

http://www.latrobe.edu.au/its/comp_regulations.htm

The internet code of practice:

http://www.latrobe.edu.au/its/code_practice.htm