



School of Public Health

Faculty of Health Sciences

Information for Higher Degree  
Research Students

*February 2007 (revised)*

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This information should be read in conjunction with the "Handbook for Candidates and Supervisors for Masters Degrees by Research and Doctoral Degrees", copies of which can be obtained from the University's Research and Graduate Studies office or website.

## COORDINATION OF RESEARCH ACTIVITIES IN THE SCHOOL

The School currently offers the following higher degrees by research:

Master of Applied Science (Research);  
PhD and the Professional Doctorate programs - DrPH; MD; ClinScD (Counselling and Psychotherapy).

Professor Vivian Lin is the Professor of Public Health. As chairperson of the School Research Committee she oversees the research activities of all staff and students of the School. The School Research Committee deals with matters relating to the selection of research students, the research activities of staff and students in the School and research student progress.

The School's Postgraduate Coordinators are Dr Simon Barraclough and Professor Vivian Lin. As well as his overall coordination responsibilities, Dr Barraclough has specific responsibility for matters relating to the School's MAppSci. and PhD students. Professor Lin is the Course Coordinator for the School's Doctor of Public Health and has responsibility for matters relating to students enrolled in this program. Associate Professor Lawrie Moloney has responsibility for the Doctor of Clinical Science.

The Research Program Support Coordinator is Liz Morrison and the acting postgraduate administration officer is Penny Wong.

## RESEARCH INTERESTS OF STAFF

The following staff are available for the principal supervision of students:

<i>Staff Member</i>	<i>Research Areas</i>
<i>Simon Barraclough</i>	Public policy in health; politics of the Australian health care system; tobacco and health; international relations in health; comparative health systems; health in Southeast Asia; export activities of the Australian health industry.
<i>David Legge</i>	Health policy; health promotion; primary health care; public health; community development in health, political economy of health, management of performance in health care, clinical governance, health system reform, health policy in China, Indigenous health.
<i>Pranee Liamputtong</i>	Medical anthropology; international health; women's health, children's health; migrants' health; Aboriginal health, health sociology; qualitative research methods.
<i>Sandra Leggat</i>	Performance monitoring and improvement; human resource management, especially the link to organisational performance; teaching and learning teamwork skills; health system marketing, planning and evaluation.
<i>Vivian Lin</i>	Public health policy; comparative health systems; health planning; social determinants of health; globalisation and health; work and health; ethnicity/gender/class and health; health governance; public health systems.
<i>Chaojie Liu</i>	Health policy development in China; modeling China health insurance schemes; managing for performance in the Chinese hospital system - information systems and decision making.

<i>Celeste Merrigan</i>	Lifespan approach to mental health, prevention and intervention for mental health at various life stages, adjustment of children and adolescents, parenting in the face of major transitions, parenting children with learning difficulties, development of the parent as co-therapist model, burnout in health professionals.
<i>Lawrie Moloney</i>	Conflict management; decision-making principles and processes in family law; child-focused and child inclusive dispute management processes; policy responses to family transition.
<i>Gregory Murphy</i>	Injury rehabilitation; human resource management; human service organisations; workplace health promotion; organisational behaviour; rural health and rehabilitation; employment and disability.
<i>Paul O'Halloran</i>	Psychological benefits of physical activity; determinants of physical activity; physical activity and type 2 diabetes; physical activity and mental health; stress; Performance psychology; psychosocial aspects of sports injury.
<i>Likun Pei</i>	Management training for health administrators; evaluation of health service management education programs; human resource management; performance management in Chinese hospitals; health policy reform in China.
<i>Jane Pierson</i>	Gerontic neuropsychology; cognitive and psychosocial aspects of dementia and stroke; stroke rehabilitation; changes in cognitive function associated with normal ageing.
<i>Priscilla Robinson</i>	Epidemiology; communicable diseases (particularly meningococcal disease); the environment and health; communicable diseases in developing countries; public health and public health law; newspaper reporting of health events.
<i>Bruce Rumbold</i>	Palliative care; social aspects of caring relationships; illness narratives; pastoral & spiritual care.
<i>Jean Rumbold</i>	Client experience of therapy; client/therapist constructions of therapy; collaborative and arts-based research methodologies.
<i>Margot Schofield</i>	Counselling & psychotherapy process and outcomes; clinical supervision process & outcomes; counselling & psychotherapy workforce, policy and service delivery; mental health; relational violence; positive psychology; spirituality & health; quantitative & qualitative research methods
<i>Hal Swerissen</i>	Health services research (including program evaluation and cost effectiveness studies) in primary health care; chronic illnesses, health promotion and rural health; health policy analysis.
<i>Rae Walker</i>	Health promotion services; trust between organisations; inter organisational relationships; primary health care services; collaboration and the coordination of services; violence prevention.
<i>George Wills</i>	Investigations into process experiential therapy from the viewpoints of the client and the counsellor.

The following staff are not available for principal supervision of doctoral students but have research interests in the School and are available as co-supervisors:

<i>Peter Foreman</i>	Work and health; occupational rehabilitation; stress; case management.
<i>Heather Grain</i>	Health informatics, including electronic health records and decision support, data design, health system design, systems evaluation, testing and implementation across all health sectors. Also health information standards.

<i>Kathleen Gregory</i>	Buddhist philosophy/psychology; postmodern/constructivist theories; psychoanalytic theory; philosophy of mind; critical psychology; critical/reflective enquiry into the practice/theory of counselling.
<i>Rick (F.A.) Hayes</i>	Men's health promotion in Australia; Strategic frameworks for health promotion; older men's access to health and welfare services (MAHRS); health promotion with emerging communities in Australia; the use of Antonovsky's "Sense of Coherence Construct" for developing health promotion theory and practice; creating supportive environments for health and personal health development through groups in "healthy settings"; community-campus partnerships and community-based participatory research.
<i>Cathy Mead</i>	Health policy, women's health and communicable diseases.
<i>Hannah Menahemi</i>	Experiential art therapy processes; narrative in images and words; visual culture, perception, limitations of seeing and insight; P.T.S.D.; hardiness, resilience and the capacity for change.
<i>Stephen Polgar</i>	Psychosocial theory building; smoking and mental illness; reconstructive neurosurgery; memory models.
<i>Kerin Robinson</i>	Health information policy and practice, including electronic health information and related issues; health information ethics; health care quality and clinical risk management.
<i>Dianne Williamson</i>	Health information management, especially in relation to standards.

*Adjunct staff members may also be available for co-supervision under special circumstances:  
(This list is updated on a continuing basis and can be found at:  
[http://www.latrobe.edu.au/publichealth/Staff/academic\\_index.htm#AdjunctStaff](http://www.latrobe.edu.au/publichealth/Staff/academic_index.htm#AdjunctStaff)*

#### **Adjunct Professors**

NAME	INTEREST AREA
Ian BRAND	China Health Program
Judith DWYER	Health Services Management
Warwick MIDDELTON	Counselling & Psychological Health
Bill RUSSELL	Public Sector Management

#### **Adjunct Associate Professors**

NAME	INTEREST AREA
Kathy ALEXANDER	Health Services Management
Cathy BALDING	Health Services Management & Health Information Management
Robin BURNS	Research & Teaching
Stephen CHU	Health Information Management
Mary ELL	Health Information Management
Randall ELLIS	Economics, Public Finance
Heather GARDNER	Public Health Policy
Graeme HART	Health Information Management
Terri JACKSON	Health Economics
Jennifer MAJOR	Health Services Management
Jennifer McINTOSH	Children In Focus Project
Leslie RETI	Mother & Child Health
Rosemary ROBERTS	Health Informatics
Bruce SMYTH	Family Law

#### **Adjunct Senior Lecturers**

NAME	INTEREST AREA
Brendan GIBSON	
Genevieve HOWSE	Public Health Law
Alison HUGHES	Teaching, Consultancy, Supervision/Examination
James SMITH	Environmental Health
Amanda YOUNG	Rehabilitation

#### **Adjunct Lecturers**

NAME	INTEREST AREA
Celeste MERRIGAN	Counselling, Psychology Children, Adolescents & Families
Ms K ROGER	Teaching And Research

#### **Honorary Associates**

NAME	INTEREST AREA
Lindsay CAREY	Chaplaincy
Gillian EDNIE	Chaplaincy
Pauline McCABE	Complementary & Alternative Medicine
Brigid McCOPPIN	Study Skills Program; Health Policy
Hongwen ZHAO	China Health Policy

#### **Adjunct Associate Lecturers**

NAME	INTEREST AREA
Irene KEARSEY	Health Information Management

#### **Adjunct Senior Research Fellow**

NAME	INTEREST AREA
Ken HARVEY	Pharmaceutical Policy; E-Health

## Resources And Facilities For Postgraduate Research Students In The School

*Access to the following resources and facilities can be arranged through Liz Morrison*

*Email:* [L.Morrison@latrobe.edu.au](mailto:L.Morrison@latrobe.edu.au)

*Telephone:* 9479 1746

### Office Space

Full-time PhD, Master of Applied Science and Professional Doctorate students are provided with a shared office which includes:

- desk space
- lockable filing cabinet - 2 drawers per student with hanging files and manila folders
- telephone per room (internal/external line) - see below
- one office chair (adjustable) per student
- shelving
- a limited amount of stationery - obtainable from the School reception

There are two postgraduate labs in the School: HS1.210 and HS.211. Most full time Higher Degree Research students will be housed in one of these rooms.

Part time research and Professional Doctorate students may also access workspaces for casual use in HS1.239. This room is accessed via a pincode which must be obtained from School reception and is also used by full-time Masters by Coursework and Honours students.

### Telephone and Fax

- Each office is equipped with a telephone. Phone calls are a School cost and are to be kept to a minimum. The duration of calls should also be minimised to limit disruption to others working in the office.
- A fax machine is located in the School reception area. Students should use it only to send/receive material directly related to their research.

### Computer facilities

Please read the information at the back of this booklet on the Internet Code of Practice.

### Specialist software

- NVivo software is installed on 3 computers in the sessionals lab, HS1.143. These can be used by research students via a booking system accessed at School reception.

### Rules concerning use of shared computer facilities

- Noise free facility - please try to keep the rooms as clean and quiet as possible
- Time limit - no time limits on individual usage of shared workstations but accepted rules of courtesy apply. If you are away from a computer for more than 10 minutes, please close documents and remove property from the computer desk
- Responsibility of users - Computers must be switched off at the end of each day. It is the users' responsibility to remove their documents, to switch off computers, and the laser printer, and to *lock the door*.

## Printing

- Both Higher Degree Research Labs- HS1.210 and HS1.211 have their own printers for shared use.
- Part-time Higher Degree Research Students can access the printers in the postgraduate room HS1.239.

Paper supplies can be replenished by contacting the School of Public Health Reception, Room HS1 103.

## Photocopying and Printing

Bulk multiple copies can be ordered through Campus Graphics. Printing request forms are available at reception or requests for printing can be done via website:

<http://www.latrobe.edu.au/campusgraphics>. Print Request Form must be co-signed/ supported by the student's supervisor and approved by the Administration Manager.

## Mail

Mail boxes are available for fulltime students. These are labelled by surname and located in the reprographics room (Room 101, adjacent to Reception).

## Email

Every student is provided with their own email address and web access. Applications for a La Trobe e-mail account can be made to Information Technology Services, Bundoora on extension 1500 or email: [its.servicedesk@latrobe.edu.au](mailto:its.servicedesk@latrobe.edu.au)

## Notice board

A research student notice board is located outside Health Sciences 1, Room 211.

## AV Equipment

- Equipment such as tape recorders, transcribers can be hired free of charge from Health Sciences Technical Services unit, located in Health Sciences Bldg 2, Rm 228 on presentation of student card.

## Funding for Post-graduate Research Students

### *Funding from the Faculty of Health Sciences*

Research students in the School of Public Health can make applications to the Faculty for funding of research-related expenses. Grants of up to \$500 are offered twice-yearly. The grants are competitive. See link for application information:

<http://www.latrobe.edu.au/health/research/guide.htm>

### *Funding from the School of Public Health*

Research students in the School of Public Health are able to apply for School funding, up to \$1500 over the course of their candidature. This could be used to cover such expenses as travel, conference fees, postage and specialist software. Applications are open once a year (September). See application form at back of this booklet.

### *Other Sources of Funding*

Information about grants and scholarships for which research students can apply is available from the Research and Graduate Studies (RGSO) website. Information can also be obtained from the La Trobe University Post-graduate Association (LUPA). Contact details for LUPA are provided later in this booklet.

## Seminars, Research Discussion Groups, Conferences

The School runs a regular lunchtime seminar series, held on Wednesdays during semester. Full-time research students are expected to attend these seminars and part-time students are encouraged to do so when they can. Details of seminars are circulated by e-mail to all staff and research students in the School. See the web address for listings of upcoming seminar topics:

<http://www.latrobe.edu.au/publichealth/events/index.htm>.

Research students are required to make an oral and written presentation of their research proposal during their first year of candidature, as part of the School's confirmation of enrolment procedures. Two further work-in-progress sessions are also required. More details are provided later in this booklet.

The School holds a one-day post-graduate research festival once a year. At the festival, students make oral presentations of their research to fellow students and staff and there is opportunity for discussion after each presentation. The day also includes sessions on strategies for thesis completion and concludes with a social function. Students are expected to present at the festival at least once every two years.

Each of the departments within the School holds discussion groups for its research students.

Students will be notified about arrangements for the festival and the departmental discussion groups.

*Research students are strongly encouraged to attend and present at conferences and to publish their research.*

## Confirmation of Enrolment for Higher Degree Research Candidates

As part of its support for research degree candidates, the School of Public Health will arrange for all candidates to make three work-in-progress presentations of their thesis research to a panel of scholars, chaired by their supervisor. While the primary purpose of this exercise is to provide timely constructive criticism and suggestions for improving the quality of each candidate's research, it will also be considered a necessary part of any assessment of satisfactory progress. The meetings will also serve to recognise milestones in each candidate's progress and to provide a social occasion for students, staff and other invited guests. It will be the responsibility of the supervisor to approach the Postgraduate Coordinator to request the convening of sessions and to suggest the names of those who will constitute the panel and others who should be invited. The supervisor and postgraduate coordinator will brief the panel on how the sessions are to be conducted.

Candidates will normally be expected to make their first presentation within the first 12 months of enrolment in the case of those enrolled for a PhD and within the first 9 months for those enrolled for a MAppSci (Research). It is recommended that PhD candidates make their first presentation at six months of full-time equivalent candidature and MAppSci. candidates at 4 months of full-time equivalent candidature.

### First Panel: Confirmation of Enrolment

#### *Objectives:*

- a) Timely constructive criticism and suggestions on the research proposal
- b) Assessment of satisfactory progress

#### *Parameters*

- one hour session
- within the first 12 months of enrolment (first 24 mo for part-time students)
- panel (of at least 2 or 3 independent expert scholars)
- 30 minute verbal presentation plus 30 minute discussion
- research proposal should demonstrate :
  - that specific research questions have been developed
  - the feasibility of the proposed project
  - the appropriateness of the chosen method or methods
  - an understanding of the literature relevant to the topic
  - an ability to recognise suitable theoretical and conceptual approaches to the topic
  - that the rationale for the proposed project has been clearly explicated
- In return, candidates may expect:
  - a respectful hearing for their ideas as benefits a scholarly community
  - constructive criticism
  - suggestions for improving their research enterprises
  - freedom to invite scholars of their own choosing to attend the confirmation session in addition to panel members invited by the supervisor

#### *Before the Session*

- Supervisor initiates panel (informs the Postgraduate Coordinator, suggests panel members and other invited guests)
- Supervisor invites panel and guests
- Supervisor notifies the Research Program Support (RPS) Coordinator (Liz) of the upcoming panel session.
- RPS Coordinator contacts supervisor and candidate for their support requirements
- Panel members receive written version of proposal one week prior
- Candidate may invite guests of their own choosing

- RPS Coordinator, after first consulting with the candidate, invites other PhD Candidates to attend.

#### *The Session*

- Supervisor briefs panel members
- Supervisor chairs panel
- Candidate may request equipment for PPT
- RPS Coordinator arranges room, equipment, catering, if required; and ensures that needs of the presenting candidate and any invited guests are covered.
- Relatively informal - panel members may wait until the presentation is finished before providing comments or with agreement of the presenting student, they may comment during the presentation.

#### *After the Session*

- At the end of the session, panel members provide supervisor with brief (verbal or written) comment, recommending confirmation or non-confirmation of enrolment.
- Panel members not recommending confirmation of enrolment to provide written response outlining concerns.
- Panel members with concerns they do not wish to discuss in the presence of the candidate to raise these with supervisor following panel. Concerns to be listed in written report.
- Students to be provided with copies of all written reports by supervisor.

#### *Formal Procedures*

- Formal confirmation of enrolment is determined by the panel.
- Panel chair (supervisor) informs the RPS Coordinator if enrolment is not confirmed. (The assumption is that enrolment is confirmed, unless the supervisor notifies to the contrary).
- RPS Coordinator informs the Postgraduate Administration Officer, who records confirmation or non-confirmation in the school/university records.
- If enrolment is not confirmed, panel chair/supervisor consults with Postgraduate Coordinator re ensuing course of action.

### **Second and Third Work-In-Progress Panel Sessions**

Candidates are expected to make at least two further oral presentations of their research at a postgraduate research festival or school seminar during the course of their candidature. Presentations at the research festival and/or a school seminar may count as second and third PhD panel (work-in-progress) sessions.

The confirmation of enrolment session and the two following sessions are not a requirement for research degree candidates enrolled in professional doctorates. All such students already present oral proposals to an audience of staff and fellow students and their written research proposals are formally assessed as part of the subjects Health Research A and B. They are also required to make two further work-in-progress presentations to fellow students and staff at the colloquia that are part of the Faculty of Health Sciences professional doctorate program.

These confirmation of enrolment procedures took effect at the commencement of Semester 1 2002. All research students and principal supervisors will be provided with details. Presentations are a requirement for all MAppSci (Research) and PhD candidates who commence in 2002 and beyond, and are optional (but encouraged) for those who commenced prior to 2002 and for professional doctorate candidates.

## Progress Reports

All research students are required by the University to complete and submit a yearly progress report. The progress report forms are sent out to students by the Research and Graduate Studies Office in early August for completion and return by late August. In addition, it is a Faculty of Health Sciences requirement that students also complete a Faculty research plan/progress report form each year. These forms will be sent out to students by the School of Public Health in February of each year and are due to be completed and returned by late March. The School of Public Health Research Committee uses the information provided by students and supervisors on the University and Faculty forms as part of its process of monitoring research student progress.

## Re-enrolment

All Professional Doctorate students are expected to fill in and return a re-enrolment form at the beginning of each year to Alison Chapman, HD Administrator at the School of Public Health. Failure to do so will see your candidature lapse and you will need to fill in an Application to Revive Candidature form through the Research and Graduate Studies office before you can recommence your studies.

PhD students are automatically enrolled each year and need do nothing.

## Updating of Personal Information

There will be times when we need to send out information by both email and post. It is your responsibility to keep the university up to date with all of your personal information. Personal details can be amended via Student OnLine or through a form obtainable from Student Centre on 9479 2005.

## University Services

Information about counselling services; study skills assistance and guidance and tuition in English language can be obtained from <http://www.latrobe.edu.au/students/>

## Fees and Charges

Faculty of Health Science higher degree by research students who exceed their RTS entitlement to HECS exemption or entitlement to a fee-waivered place (2 years FT Masters, 4 years FT Doctorate) will be charged a fee equivalent to the band 2 HECS rate (currently \$5,242 per annum).

## La Trobe University Postgraduate Association (LUPA)

LUPA provides a range of support services and activities for postgraduate students. More information (including contact details) can be obtained from <http://www.latrobe.edu.au/lupa/>

## School Information and Subject Timetables

General information about the school can be accessed via the school website:

<http://www.latrobe.edu.au/publichealth>

For information on units and timetables follow the link for current postgraduate students or alternatively access the timetable at: <http://www.latrobe.edu.au/fsd/timetable/>

## Ethics

Information on the Faculty of Health Sciences Human Ethics Committee can be found at the following link:

<http://www.latrobe.edu.au/health/ethics.html>

The guidelines for researchers, provided by the Faculty of Health Sciences Human Ethics Committee, are reproduced below.

### Academic Misconduct (Plagiarism, Cheating in Examinations)

La Trobe University regards academic honesty as the foundation of teaching, learning, and research. It requires its academic staff and students to observe the highest ethical standards in all aspects of academic work. The University demonstrates its commitment to these values by awarding due credit for honestly conducted scholarly work, and by penalising academic dishonesty and all forms of cheating.

At La Trobe University:

- It is the responsibility of the academic staff to conduct research according to ethical standards of scholarship, and to teach their students ethical learning and research practices;
- It is the responsibility of the student to acquire a clear understanding of how to avoid unethical practices, and to employ this knowledge in their work submitted for assessment.
- One form of academic cheating is plagiarism, the reproducing of someone else's words, ideas or findings and presenting them as one's own without proper acknowledgment.
- There are many forms of plagiarism, including the following:
  - direct copying of sentences, paragraphs or other extracts from someone else's published work (including on the Internet and in software) without acknowledging the source;
  - paraphrasing someone else's words without acknowledging the source;
  - using facts and information derived from a source without acknowledging it;
  - using ideas directly derived from an identifiable author without acknowledging the source;
  - producing assignments which should be the student's own, independent work in collaboration with and/or using the work of other people (e.g. a student or tutor).

The Academic Misconduct Policy and access to the associated Regulations are available on the University's website at [www.latrobe.edu.au/acadserv/staff/misconplagiarism.html](http://www.latrobe.edu.au/acadserv/staff/misconplagiarism.html)

## A suggested student and supervisor checklist for the first meeting.

Have you discussed the following issues?

- What is your topic and range of interests for the degree?
- What do you hope to gain from studying for the degree?

It is useful to discuss these issues. Students have a variety of reasons for wanting to complete higher degree study. It is useful to discuss these reasons with the supervisor so that they may have an insight into your personal goals.

*How long do you intend to take to complete the degree?*

The regulations for different degrees specify different minimum and maximum periods for candidature. You should check these specifications in the relevant university handbooks. For a PhD a three-year full time program of study is generally the target. You may also wish to consider the possibility of completing your thesis by publication. This is a relatively new method of study. You should be aware that there are specific requirements concerning rates of progress concerning your degree and that you will be required to account for your progress in a formal annual report each year. This report is provided by you and your supervisor and considered by the Head of School and endorsed if it is satisfactory. If it is not considered to be satisfactory then there is a documented process to deal with this.

*How much of your time per week will be needed to complete the degree according to this schedule?*

The faster you want to progress the more time you will need to invest in your candidature. Obviously a full time candidate would be expected to invest 4 working days a week consistently over the year (taking into account the need and opportunity for other paid work). A part time candidate should expect to invest at least two working days per week and preferably more to complete the commitments. Time on the weekends or after hours is generally not enough alone to complete the program at a satisfactory pace unless you are exceptionally dedicated. A formal table of milestones or timetable is a good thing to develop. Maybe you could rough one out in this first meeting and develop it further as you progress. Note that you will need ethics approval to commence your data collection. The School of Public Health and Faculty of Health Sciences research web-site pages have details of these requirements.

*Who is going to be involved in the supervision (formal and informal)?*

You may have one or more supervisors formally assigned to supervise you. You need to ensure that your prospective supervisor is appropriately qualified to supervise you. Normally, they need to hold a degree at least equivalent to the one for which you are studying. For example, at least a Masters should be held by the supervisor for a masters degree candidature and a doctorate should be held by them for doctoral level studies. The qualifications of all supervisors appear in the faculty staff lists and there is a supervision list at the beginning of this book. The University requires that meeting frequency should not be less than monthly. You should arrive at an agreed meeting frequency to suit your progress requirements. This may change during the course of your candidature. Different candidates and supervisors have different methods of engagement. It is useful to discuss how you are going to work together. It is good to have specific timetables and milestones to work towards in completing the thesis.

*How are these people going to meet with you? When? Where? What will each contribute?*

If you are to have multiple supervisors involved in your candidature you should be clear about how each to contribute to the supervision. Usually it is logistically difficult for all meetings to be joint. It is better if the supervisors have clear and separate responsibilities eg. methodology versus content or different content domains. Remember that an effective team generally consists of individuals with different and complementary skills.

*Are you intending to do any units to support your study?*

*Eg. SPSS, NVIVO, the Health Research A,B courses.*

The university runs a range of useful courses to support students. The School also has a series of research methods courses designed to assist students to complete their thesis work.

*Who will be involved in the publications arising from your work?*

This is an area that definitely needs to be discussed early in the candidature. Different supervisors have different practices. It is usual to expect that supervisors may wish to participate in publications of the thesis work as a second author but some supervisors and students have different arrangements. It is useful to identify key journals and conferences to which you can present your work.

*What is the position concerning Intellectual Property of discoveries arising from your study?*

The University has a detailed Intellectual Property policy available on the University web site. The policy protects the rights of all parties. If you consider that you may be inventing commercially successful intellectual property then you should seek independent advice as to how best structure your thesis and other work.

*What are the expectations concerning attendance at School seminars?*

The School of Public Health conducts weekly seminars in the academic year. It is good to attend as many of these as possible.

*What are the expectations concerning presentation at departmental seminars, the Research Festival and perhaps conferences?*

You should expect each year that you may be asked to present an account of your research in a friendly collegial environment. You will need to provide an annual report of your progress during your candidature and this will be considered by your supervisor and the Postgraduate Coordinator/Head of School. You might also consider appropriate venues for the presentation of work such as at professional conferences at later meetings.

*What should happen if you have a complaint about your supervision?*

Talk with your supervisor first before talking with others to see if any issues can be resolved amicably. If this is not possible please talk to the relevant Postgraduate Coordinator. The Faculty of Health Sciences has a formal complaints resolution procedure that should be followed in these cases if amicable resolution is not possible.

## Course Structures

### Doctor of Public Health

The professional doctorate program involves the full-time equivalent of one year of coursework and two years of thesis. In the first full-time year of the program (or in first or second year for part-time students), students will study subjects in Health Research. To complete first year, elective subjects will be taken from within the Faculty or outside the Faculty, to be agreed with the school of enrolment as being appropriate to the candidate's field of study, professional development plan and/or proposed research program. Up to 30 credit points of elective subjects may be taken from appropriate existing coursework Masters subjects, although doctoral level assessment is required.

Unit Code	Unit Title	Credit Points
Year 1*		
PHE61HRA	Health Research A	10
plus		
PHE62HRC	Health Research C	35
plus		
PHE61AIS	Advanced Issues in Health	15
Plus two of the following units**		
PHE61MHO	Management of Health Organisations	30
PHE62TPP	Theory and Practice in Health Policy	30
PHE62OCH	Organisational Change in Health Settings	30
PHE62CTD	Contemporary Theoretical Debates in Public Health	30
Or elective units (on negotiation with course co-ordinator) up to 60 cpts or a combination of both**		
Year 2*		
Thesis		120
Year 3*		
Thesis		120

\*Includes attendance and participation in colloquia/seminars.

\*\* There are a limited number of Professional Doctorate units (see below list). Students may also enrol in up to 30 credit points of Masters level units in which Professional Doctorate students are expected to undertake doctoral level assessment and class requirements. For information on Masters Level units (Level 5) please see website: [http://www.latrobe.edu.au/publichealth/Units/sph\\_electives\\_2006.htm](http://www.latrobe.edu.au/publichealth/Units/sph_electives_2006.htm) and discuss with course coordinator.

#### Level 6 Electives:

PHE61/62CEA	Clinical Evaluation A
PHE61/62CEB	Clinical Evaluation B
PHE61PHA	Public Health Practice A
PHE62PHB	Public Health Practice B
PHE61/62/63PRA	Readings in Health Policy A
PHE61/62/63PRB	Readings in Health Policy B
PHE62TPP	Theory in Practice in Health Policy

## Doctor of Philosophy

Enrolled in Thesis units. 3 years full time, or up to 10 years part time.

## Doctor of Clinical Science

Professional doctorates are 1/3 coursework and 2/3 research.

### YEAR ONE COURSE STRUCTURE (OR YEAR ONE AND TWO IF PART TIME)

UNIT CODE	UNIT TITLE	SEM	DAYS/ TIME (subject to change)
PHE61HRA	Research in Health Care A	1	Friday Seminars (see website)
PHE61CEA*	Clinical Evaluation A	1	As negotiated, generally Fridays 1:00-5:00pm
PHE62HRB	Research in Health Care B	2	Every second Friday (All day)
PHE62CEB**	Clinical Evaluation B	2	Fridays as negotiated)

\*May also run in semester 2 as PHE62CEA subject to numbers

\*\*May also run in semester 2 as PHE62CEB subject to numbers

PLUS

Clinical Supervision (Formerly Visual and Active Supervision) as organised by Course Co-Ordinator

PLUS

Two (2) Masters units from the School of Public Health as negotiated. (Some students may be exempt from this requirement).

### YEARS TWO AND THREE

Thesis of approximately 50,000 words

Or bound volume of published material

Details on the requirements and presentation of the thesis and bound volume can be found at:  
<http://www.latrobe.edu.au/health/profdocs/thesis.html>

## INTERNET CODE OF PRACTICE

Internet Code of Practice  
Information and Communications Technology Standing Committee

[August 21 1997]

All use of the La Trobe University network to access the Internet and Internet services, including electronic mail and the World Wide Web, is subject to this Internet Code of Practice.

Within this Code of Practice, "Internet" means all of those computers, services and communications facilities which are interlinked within this University or accessible through the Victorian Regional Network, the Australian Academic and Research Network (AARNet2) or its overseas links.

This Code of Practice is intended to encourage responsible action and to reflect a respect for the ability of its adherents to exercise good judgement. Nevertheless, users can expect sanctions if they act irresponsibly and disregard their obligations to other users, or to the University as the provider of their network access.

The Internet Code of Practice is intended to operate within, and be consistent with, existing University policies, regulations and statutes in areas such as: sexual harassment, racism, equal opportunity, freedom of information, discipline and misconduct. Failure to abide by this Internet Code of Practice may result in suspension of an access account, or loss of account, disciplinary action and, if necessary, a report to the relevant law enforcement authority.

Heads of Department or senior officials of the University who have approved network accounts or who provide network access facilities are responsible in the first instance for handling breaches of the Code in respect of students and staff of the University unless another specific person is designated by University policy. The Director of Information Technology is also responsible for handling breaches by users other than students and staff of the University.

### 1. Authorised access

Access to the Internet through the University network is a cost to the University and is not provided unconditionally. However, the University recognises that the Internet has the ability to enhance research and teaching and learning. Students and staff of the University may gain access to the Internet only through an authorised account registered in their name and all use of the Internet must be linked to such an authorised account.

Academic and general staff may be provided with Internet access for University purposes.

Students may be provided with Internet access for academic purposes relating to their course of study and other University purposes.

Persons other than University staff and students may be provided with network access by the University, if approved by the Director, Information Technology.

Accounts must not be transferred or in any other way made available for the use of a person other than the account holder. Responsibility and accountability for network security are the shared responsibility of all network users. It is the responsibility of the network account holder to protect his/her password and not divulge it to another person. If an account holder knows or suspects his/her account has been used by another person, the account holder must notify the Information Technology Help Desk immediately.

### 2. Access to other systems or services

Internet users must not endeavour to obtain access to any system or service without the explicit permission of the service owners unless there are no restrictions on access or they could not reasonably be expected to know that they do not have appropriate authorisation. Users must not knowingly obtain unauthorised access to information or to damage, delete, insert or otherwise alter data without permission. To do so may be a criminal offence.

### 3. Expression of personal views

The University supports the responsible exchange of intellectual opinion and debate that is fostered by use of the Internet. However, users must be aware that their contributions to correspondence and discussion when using the University network and the Internet may, in certain circumstances, be construed to be representative of the University's position.

### 4. Official representation of the University

Where the user is representing the views of the University, the communication must identify the individual and his/her position within the University. Where the view expressed is the "official" University view, the authorised source and author of that view should be identified.

A user must not purport to express views on behalf of the University without official authorisation to do so, or to allow another person to reasonably misconstrue that a personal view represents the official position of the University. In circumstances where readers might reasonably conclude a personal view is representative of the University, the user must clearly state that the opinion expressed is that of the writer, and not necessarily that of the University, or words to that effect. There is no requirement to use a disclaimer in other circumstances.

### 5. Compliance with law

Users must not use the University network in breach of a law. While the Internet may be largely a self-regulated environment, the general principles of law and of community standards still apply to communication and publishing via the Internet. In addition to University penalties, there are legal sanctions for improper use of the Internet.

### 6. Discrimination and defamation

The Internet is a workplace for many of its users and the conventions of workplace behaviour should be adhered to. Users must not use the University network to harass, abuse or otherwise seek to offend or discriminate against others. Users must not defame any individual or organisation.

### 7. Objectionable material

Users must not use the University network to access, store, or transfer objectionable material, or material which the University has deemed inappropriate. In addition, users must not transfer material that is likely to cause offence to potential recipients.

### 8. Copyright

Users of the University network must respect the rights of copyright owners whose material is published or otherwise made available through the Internet. Users must not copy material on the Internet or make material available through the Internet in breach of copyright. It should be recognised that it is very difficult to protect copyright on Internet published material. If copyright protection is essential (beyond reasonable risk) then users must not publish their own or the University's material on the Internet.

### 9. Publishing

The normal University standards of attribution apply to scholarly publishing on the Internet. Editorial changes to documents should only be made with the expressed permission of the copyright owner.

Staff or students who publish information relating to and on behalf of the University must obtain permission to do so from the appropriate authority. The authorised source and author of official University information must be identified in published material of that nature.

The University logos and designs are the property of the University and may only be used for approved University documents.

The quality standards applied in traditional publishing should also be applied to on-line publishing. Care should be taken to eliminate spelling, grammatical and typographical errors. The layout of official documents should follow University guidelines as set out in the University's Standards Manual and include details of the author, University, date, supervisor and/or other contributors (if appropriate).

A feature of Internet publishing is the ability to maintain the currency of information. Information published on the Internet should be regularly reviewed for currency and amended as necessary. Users are encouraged to record a currency date for each source document to identify the latest date the source document was amended.

Users are encouraged to use hypertext links and other Internet features to maximise the value of publishing through this medium. To avoid duplication, every effort should be made to link to the original source of information rather than reproduce information already available on the Internet.

#### 10. Network sharing

Users must be mindful that the University network and the Internet are shared limited resources and that they have responsibilities to other users. Very large documents such as video and high resolution images should not be accessed or otherwise transferred over the network unless there is a need to do so. Likewise, creators of home pages and linked documents should seek to avoid placing unnecessarily high demands on network carrying capacity. A virus checker must be used to scan any files which are downloaded.

The University reserves the right to remove material which causes undue load on facilities. Or to restrict excessive use of bandwidth.

#### 11. Electronic mail

Electronic mail, as one of the Internet services provided through University facilities, is made available to staff and student account holders for University purposes. The same privacy principles applying to physical mail will be applied to electronic mail transferred over the University's network.

The broadcast of e-mail messages to large numbers of University accounts should occur only where: the message is an official notification of the University relevant to the addressees; the recipients are members of a discussion group or other form of voluntary association; or, the message is for the purposes of maintaining the effective operations of the electronic mail service.

#### 12. Control of SPAM

Any bulk email from La Trobe University to an address list which includes recipients who are not members of La Trobe University must include a response mechanism which allows recipients to request removal from the address list.

Suggested text: If you want to be removed from the address list that sends emails to you on this subject, please reply with the words "Remove me" in the subject line.

#### 13. Personal home pages

Students and staff operating personal home pages using University accounts have a special responsibility to ensure they comply with this Code of Practice. Staff and students must link their personal home pages to a department, faculty or some other official University home page. The administrators of official University home pages have a responsibility to ensure personal home pages linked to the home pages they administer do not lower the image of the University as an institution dedicated to the achievement of excellence.

#### 14. Commercial use

The use of University provided network and Internet access for commercial purposes, including the carrying of advertising, is expressly forbidden unless it is for the authorised commercial activities of the University.

#### 15. Personal use

The University recognises that individuals may wish, from time to time, to use Internet access for personal or social activities. Such use, whilst not forbidden, must comply with this Code of Practice and must be kept to a minimum level which does not interfere either with the user's role in the University or with official University business.

#### 16. Further information

For clarification on any matter in relation to this Code of Practice, please contact your local IT Contact, the Director of Information Technology, or e-mail [helpdesk@latrobe.edu.au](mailto:helpdesk@latrobe.edu.au).

**LA TROBE UNIVERSITY**  
**FACULTY OF HEALTH SCIENCES**  
**SCHOOL OF PUBLIC HEALTH 2006**  
*Funding for Higher Degree Research Students*

The maximum financial support provided by the School towards research-related expenses for higher degree research students in the School is \$1500 over the period of candidature. There will normally be one application period per year. The Postgraduate administrator will notify students prior to the opening of the application period and provide the proforma upon which applications are to be made. Applications should be submitted to the Postgraduate Administration Officer. Normally, applications will be considered for funding or part funding of:

- (a) Expenses relating to data collection, including travel expenses.
- (b) Expenses relating to the attendance at conferences and seminars where the results of studies related to the student's research project are to be presented. Provision of funds is contingent upon evidence being submitted of acceptance of the conference paper, including a statement detailing relevance to the student's postgraduate studies and/or the School of Public Health research and teaching activities. Applications must include full details of student, full conference location and attendance details, related registration, travel and other documents, details of expenditure and supervisor's recommendation.
- (c) Any other expenses not included above but which relate directly to the student's research. Examples of the type of support that may be offered include payment of subjects, payment of clinicians to conduct treatment, taxi vouchers, large volumes of printing related to questionnaires, payment for technical support, specialised equipment, specialised software purchases, coverage of costs associated with obtaining library materials not available in the University library and not covered by library funding, costs of short courses to support research and/or thesis preparation. Although students are expected to be actively involved in data collection and analysis, applications for funds to contribute towards the costs of transcription of data and aspects of data analysis may be supported.

Students should note that the Faculty of Health Sciences provides a grant scheme for research students (Faculty Postgraduate Research Grants). Information about this scheme is available on the following website: <http://www.latrobe.edu.au/health/research/guide.htm>

### Procedures

1. Applications are open on the 15<sup>th</sup> of August and closes on the 30<sup>th</sup> of September each year.

2. Applications need to be made for amounts of \$150 and above. Requests must be for specific items required to conduct a specific program of research or present the research at a conference. Over the course of candidature students may apply for up to \$1500.
3. Students may apply for expenses already incurred or for future expenses.
4. Copies of receipts, invoices or quotes should be attached to the application form.
5. The application will need to be signed off by the students' principal supervisor before it is submitted to the Postgraduate Administration Officer.
6. The Postgraduate Administration Officer will notify the student if their claim is higher than their remaining balance, as advised by the school finance office.
7. Applications will be accessed and students will be notified of the outcome within 6 weeks of the application by the Postgraduate Administration Officer.
8. Upon receipt of the approval letter, the student would need to present the letter to the School of Public Health Finance Office along with relevant receipts to arrange a cheque.
9. Payment of costs will only be made AFTER the expense is incurred. For example, a student applies for \$500 for a conference registration previously attended as well as \$250 to transcribe interviews which have not yet been made. The student will receive an approval letter for \$750, however will only be able to claim \$500 at first instance. The remainder \$250 can only be claimed after the interviews have been transcribed and a receipt is presented. Alternately, students may also present tax invoices for the School to pay for goods and services on their behalf. Tax invoices need to be made out to the "School of Public Health" and must clearly state the student's name and the goods or services involved.
10. Payments for expenses cannot exceed the invoice / receipt amount or the amount approved in the application. For example, a student applies and gets approval for \$750 for an airfare to attend a conference at a future date. However when the flight is actually booked the cost is lower at \$650, the student can therefore only claim \$650. Likewise if the cost of the airfare increases to \$850, the student may only claim \$750. The student may however claim the balance in the following years grant process, provided he / she still within the \$1,500 allocation.
11. Claims on receipts and invoices need to be at least a total of \$150 or above. Students should accumulate their claim until the amount is reached. An exception will be made if the student's approved funds are under \$150 for the year.
12. Final approval for the School of Public Health Higher Degree Research Student Grants is made by the Head of School

#### **Contact Details**

Postgraduate Administration Officer - Rm 108 HS1  
 Penny Wong  
 03 9479 3973 T  
 03 9479 1783 F

Finance Officer - Rm 118 HS1  
 Raveena Naidu  
 03 9479 5845 T  
 03 9479 1783 F

[penny.wong@latrobe.edu.au](mailto:penny.wong@latrobe.edu.au)

[r.naidu@latrobe.edu.au](mailto:r.naidu@latrobe.edu.au)

## Application Form

Name of candidate:

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Current course enrolment:

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Name of supervisor/s:

1

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2

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Title of project:

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Reason for application (please circle):

Equipment

Data Collection

Data analysis

Conference presentation

Other (please specify)

*Aims and Significance of the Project*

(No more than one page. What question/s will the research address, and why is the research important?)

Aim:

Hypothesis/Research Question:

Significance of Project:

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**Research Plan**

(No more than two pages. Gives a clear and concise description of the research design, measurement tools, investigatory techniques and procedures, and data analytic methods to be used in this project. Include a timetable of events.)

Design:

Sample:

Procedures:

Data Analysis Methods:

References:

***Budget Summary***

List the items for which financial support is needed. If requesting a single item of equipment costing \$150 and above, please attach a firm quote.

Items	Amount Requested
Equipment:  Research Assistance:  Conference costs:  Transcription:  Other (specify):	
Overall Total	
Faculty of Health Sciences Contribution to the above costs (if application submitted)	
Total Requested from School of Public Health	

***Justification of Budget***

(Justify each item listed in the Budget Summary)

***Progress Report***

(Briefly describe the progress that you have made on your research to date).

Signature: \_\_\_\_\_ Date \_\_\_\_\_

*Comments of the Principal Supervisor*

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

*Date Received by the Postgraduate Administration Officer*

Date \_\_\_\_\_ Balance remaining \_\$ \_\_\_\_\_

*Approval of Higher Degrees Academic Co-ordinator.*

Signature: \_\_\_\_\_ Date \_\_\_\_\_

*Approval of Head of School*

Signature: \_\_\_\_\_ Date \_\_\_\_\_

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**Office Use Only**

Funds approved \_\_\_\_\_

Approval letter set out \_\_\_\_\_

Claim finalised for 2006 \_\_\_\_\_

## Publication - Student Author Declaration Form

This form should be completed when the publication does *not* include a by-line stating the student author's affiliation with La Trobe University.

Each year the University collects details of research publications and other research outputs of staff and students for the preceding year. The collection serves to provide data to DEST for the Higher Education Research Data Collection (HERDC) that partly determines the University's funding under the Research Training Scheme and the Institutional Grants Scheme; it also serves to provide a publicly available record of research activities through the university's annual research report. For a work to be included in the collection, institutional affiliation must be identified within the work being claimed. Where institutional affiliation is not identified, a written statement from a student author indicating that he or she undertook the research leading to the publication in his or her capacity as a student of the university can be used to substantiate author affiliation.

Ideally, student authors should include a by-line stating La Trobe University as their institutional affiliation - or at least as one of their institutional affiliations. Where a publication shows that an author has affiliation to more than one institution, each Australian institution named in a by-line can count the publication at full value in its return. There is no conflict of interest for an author if more than one affiliation is used. However, some journals do not allow more than one institutional affiliation per author. This can pose a problem for students who work in other institutions and who understandably prefer to use the by-line of the organization in which their career is based.

Time may lapse between performance of research and publication outcomes. Students may leave university before their work is published or before a manuscript is even prepared for publication. To enable La Trobe University to legitimately claim publications resulting from research undertaken at this university, students who have not used the La Trobe byline or who may not use the La Trobe byline in future publication(s) arising out of their university research, should sign a copy of the student-author declaration to cover each publication where they are an author.

Signed forms should either be returned to relevant unit coordinators or sent directly to Liz Morrison, Research Program Support Coordinator.

## RESEARCH AND GRADUATE STUDIES OFFICE (RGSO) FORMS:

Attached are various RGSO forms which may be required by you in the period of your candidature. Your supervisor must sign the required form and you should then lodge it at the postgraduate administration office of the School of Public Health, rooms 108/109 Health Sciences 1.

For other RGSO forms or information please visit:  
<http://www.latrobe.edu.au/rgso/scholarships.htm#Forms>

### List of Forms

**a) Withdrawal of Candidature**

If you wish to withdraw permanently from your postgraduate research study

**b) Application to Change Courseload**

If you wish to change from being full-time to part-time or vice versa

**c) Application to Change Supervisor**

**d) Application to Change Topic**

**e) Application to Extend Candidature / Scholarship**

If you require more time to complete postgraduate research study

**f) Application to Suspend Candidature/ Scholarship**

To apply for an intermission in your study

**g) Application to Revive Candidature**

To apply to resume study after intermission

**h) Variation of Enrolment**

To alter your unit enrolment. (This is only available to Professional Doctorate students, not PhD students)

(Updated February 2007)