



Department of Paediatrics Research Higher Degrees Committee

Role of the Research Higher Degrees Committee

The Research Higher Degrees (RHD) Committee is responsible for matters relating to research higher degrees (PhD, MD, BSc(Hons) and Masters by Research degrees) enrolled through the Department of Paediatrics. The Committee meets monthly, and is chaired by the Postgraduate Coordinator. The responsibilities of the Committee include:

Support and advocacy

- Advice and mentoring for RHD students and supervisors
- Advocacy for RHD students
- Mediation in student/supervisor disputes and problems

Quality management

- Promoting the highest standards and practices of supervision and research conduct
- Developing and promoting RHD policies and guidelines
- Quality assurance of RHD supervision

Coordination and general administration

- Approving new supervisors, new students and new projects
- Monitoring the RHD review process (including Confirmation)
- Monitoring and reporting on completions
- Administering travel grants and discretionary funding for RHD students
- Liaison between the Department of Paediatrics and central university bodies including the School of Graduate Studies (SGS), the University of Melbourne Postgraduate Association (UMPA), the School of Medicine and the Faculty of Medicine, Dentistry and Health Sciences
- Liaison with the Postgraduate Student Association (PSA)

Committee membership 2006

Member of Staff

Prof Glenn Bowes
A/Prof Nigel Curtis
Ms Jo Buckle
A/Prof Sylvia Metcalfe
A/Prof Amanda Fosang
Vacant
Prof John Bateman
Dr Lyndal Bond
Prof Susan Sawyer
A/Prof Andrew Sinclair
Dr Don Newgreen
Prof John Carlin
Dr Jeff Craig
Ms Andrea Harrington

Role within RHD Committee

Head of Department
Postgraduate Coordinator (Chair)
Postgraduate Administration Officer
Chair of the Postgraduate Coursework Committee
BSc(Hons) Coordinator
TRS Program Coordinator
MCRI Research Coordinator
Senior Representatives - public health research
- clinical research
- laboratory research
- laboratory research
Director of CEBU
Post-doctoral Scientist representative
Postgraduate Research Student representative

Research Higher Degrees Committee Advisory Group

The Advisory Group of the RHD Committee comprises senior members of staff from the Department of Paediatrics, MCRI and RCH who have been approved to represent the RHD Committee on students' Review Panels. A complete current list of the Advisory Group is available upon request from Jo Buckle, Postgraduate Administrator, Department of Paediatrics and on the Department of Paediatrics website. Proposals for approval by the RHD Committee of other appropriate individuals for inclusion in this group are encouraged.

Guidelines for Research Higher Degrees students and supervisors

The RHD Committee has produced the following guidelines for supervisors and students enrolled in the Department of Paediatrics:

- **Guidelines for the Postgraduate Students' Review Process**
- **Guidelines for the Supervision of Postgraduate Students**

Support for students

There may be times throughout the student's candidature when they experience difficulties or problems. Who should they approach for advice? The first and obvious answer is the principal supervisor and/or co-supervisor(s). However, this may not always be the most appropriate option, for example when the problem is with the supervisor(s).

Other options in such cases include:

- The student's mentor (if they have one)
- Other members of the student's Review Panel
- Postgraduate Administrator – Jo Buckle
- Postgraduate Coordinator – Nigel Curtis
- Other members of the Research Higher Degrees Committee
- Postgraduate Students Association (PSA)
http://www.mcri.edu.au/pages/students/psa_home.asp
- University of Melbourne Postgraduate Association (UMPA)
<http://www.umpa.unimelb.edu.au>
- School of Graduate Studies (SGS) – for PhD and M Sci students
<http://www.gradstudies.unimelb.edu.au>
- School of Medicine for all other postgraduates
<http://www.medicine.unimelb.edu.au>
- Faculty of M,D&HS International Students Support Program
<http://www.mdhs.unimelb.edu.au/aboutus/structure/admin/fiu/ssupport.html>
- University of Melbourne Counselling Service
<http://www.services.unimelb.edu.au/counsel>

A/Prof Nigel Curtis on behalf of the
Department of Paediatrics Research Higher Degrees Committee