The School of Paediatrics and Child Health

Confirmation of PhD Candidature and Milestones

In line with the University policy introduced in 2006 on confirmation of PhD candidature (http://www.postgraduate.uwa.edu.au/page/88676) and monitoring of subsequent milestones, the School of Paediatrics and Child Health (SPACH) has introduced the following policies.

1. Each candidate is expected to present a seminar within 4 months of enrolment, to discuss their preliminary research proposal with senior academic staff and other PhD candidates within the School. Constructive comments and suggestions made at this seminar should be discussed with the candidate’s supervisors, and the formal research proposal should be modified accordingly.

2. The formal written research proposal should be submitted, after review at the School level (refer to point 4 below), to the Graduate Research School within 6 months of enrolment. Guidelines and forms are available at http://www.postgraduate.uwa.edu.au/page/104382

3. The research proposal should include a list of tasks and milestones to be met during the course of the candidate’s PhD tenure, which will be determined in conjunction with the candidate’s co-ordinating supervisor, and will be monitored by the Graduate Research Co-ordinator.

   At a minimum, the School expects that the candidate would submit a preliminary literature review (approximately 10,000 word length) with their first annual report (http://www.postgraduate.uwa.edu.au/page/41539). A manuscript of a journal article may be accepted instead, if approved by the supervisors and Graduate Research Co-ordinator.

   Subsequent six monthly or yearly milestones should also be agreed upon, and will be reviewed on submission of the annual report. The candidate is also expected to present at least one seminar on their work each year.

4. Please ensure that all forms, complete with the required attachments, are submitted to the SPACH Graduate Research Co-ordinator at least 5 working days in advance of the deadline, as attachments must be reviewed, and forms signed before submission to the Graduate Research School.

Masters by Research Candidature

At this stage, no formal policy has been introduced by the University regarding formal confirmation of Masters candidature. A written research proposal must be submitted, after review at the School level (refer to point 4 above), to the Graduate Research School within 4 months of enrolment. Guidelines and forms are available at http://www.postgraduate.uwa.edu.au/page/104382

In addition, within the School of Paediatrics and Child Health, it is highly recommended that Masters candidates discuss establishing six monthly or yearly milestones with their supervisors and that they present at least one seminar on their work each year.
Infrastructure/Resource Support for Higher Degree Students

Higher Degree students enrolled through the School of Paediatrics and Child Health are provided with the following resources during their candidature:

- Allocation of office/desk space wherever appropriate
- Access to standard office stationery e.g. pens, paper, envelopes, letterhead, folders, files, CD’s. Non-standard or luxury items must be purchased from alternative funds
- Access to printing, photocopying, telephone and fax facilities.
- Computer access and standard operating environment software. Non-standard software requirements to be authorised and funded by supervisors
- Email address and internet access
- Access to laboratory facilities/areas where appropriate
- UWA library access, including online journals

In addition to the standard resources listed above, the School has allocated resources to assist students to attend and present their work at national and international conferences/meetings. The level of support is dependent on enrolment type. School financial support for conference or meeting attendance can be used in addition to other sources of financial support, up to the total amount of relevant expenditure.

PhD Candidates

PhD students are eligible to apply for up to $2,000\(^1\) over the duration of their candidature to attend courses and present their work at national and/or international conferences. The School encourages PhD students to present their work at one national and one international conference over the duration of their candidature.

Eligibility:

1. Students must be enrolled through the School of Paediatrics and Child Health
2. The total support available is over the duration of their candidature. The table below outlines the School’s preferred distribution of support and encourages students to present at one National and one International conference during the course of their candidature.
3. Applications are open to PhD students for the duration of their candidature; 4 years full-time or 8 years part-time

Application Form:
An application form is available from the School of Paediatrics and Child Health office, Princess Margaret Hospital, Level 4 Administration Building, Tel: 9340 8606

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\(^1\) Where a student is co-supervised with another School or Centre, the total travel support available will depend on negotiations between SPACH and that School or Centre.
Table: Preferred Schedule for Utilisation of Travel Support Funds

<table>
<thead>
<tr>
<th>Year of Candidature</th>
<th>Conference Travel (National)</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2\textsuperscript{nd} or 3\textsuperscript{rd}</td>
<td>Conference Travel (National)</td>
<td>$750\textsuperscript{2}</td>
</tr>
<tr>
<td>3\textsuperscript{rd} or 4\textsuperscript{th}</td>
<td>Conference Travel (International)</td>
<td>$1,250\textsuperscript{3}</td>
</tr>
</tbody>
</table>

Masters Students

Masters students are eligible to apply for up to $750\textsuperscript{3} travel support to attend a national or international conference to present their work.

Eligibility:
1. Students must be enrolled through the School of Paediatrics and Child Health
2. Applications are open to Master’s students for the duration of their candidature; 2 years full-time or 4 years part-time
3. One travel award is available per student.

Application Form:
An application form is available from the School of Paediatrics and Child Health office, Princess Margaret Hospital, Level 4 Administration Building (telephone 9340 8606).

\textsuperscript{2} Unused amounts can be rolled over to the following year, but must be expended before the end of candidature.

\textsuperscript{3} Where a student is co-supervised with another School or Centre, the total travel support available will depend on negotiations between SPACH and that School or Centre.