Master of Science
Biomedical and Health Sciences
Faculty of Medicine, Dentistry & Health Sciences
Course code: MC-SCIBHS

Information Guide
for Students and Staff
2012

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2012 – Version 2.3
Welcome from Lea Delbridge, 
MSc (BHS) Stream Coordinator

Welcome to the Master of Science (Biomedical & Health Sciences). This program has been created to offer graduates a new pathway into a research or other science based career and/or PhD studies. The MSc(BHS) is an alternative to the Honours undergraduate year, in providing a pathway to the PhD. Students undertake a research project and discipline-specific coursework subjects. In addition, a range of professional business and communication subjects are offered to complement and enhance research and progress career opportunities. The MSc(BHS) provides an understanding of the research process, specialist knowledge and professional skills that are attractive to employers. Normally this is a 2 year full-time course (200 points), although part-time enrolment may be possible. Mid-year course entry may be possible depending on supervisory arrangements.

Students must complete a research project under the supervision of a staff member in an academic unit (a Department or an affiliated Institute) of the Faculty of Medicine, Dentistry and Health Sciences. Depending on supervisor and project availability, research is undertaken in a range of locations including:

- Anatomy and Cell Biology
- Biochemistry & Molecular Biology (Bio21)
- Medicine (Royal Melbourne Hospital/Western Hospital and St Vincent’s Hospital)
- Microbiology and Immunology
- Neurosciences (Centre for Neurosciences/Florey Institutes)
- Nursing
- Otolaryngology (Hearing Sciences)
- Ophthalmology (Eye Research)
- Oral Biology
- Paediatrics (Murdoch Childrens Research Institute)
- Pharmacology
- Psychiatry
- Physiology
- Radiology
- Surgery (Austin Hospital, Royal Melbourne Hospital/Western Hospital and St Vincent’s Hospital)

MSc(BHS) students are scattered across preclinical and clinical locations in the Faculty, and interact extensively with other research student groups in their host departments/academic units. Students frequently participate in coursework activities with Honours and other MSc cohorts. The assessment of MSc(BHS) research projects is managed by each host department/academic unit, with academic and administrative oversight provided by the Melbourne Graduate School of Science. The opportunities to interact with a range of students and academics in a variety of settings offers MSc(BHS) students a rich cohort and mentoring experience.

MSc(BHS) students are important and much valued members of our School and Faculty. I hope that your time with us is rewarding and enjoyable and wish you all the best with your studies.

[Signature]
Professor Lea M D Delbridge
Department of Physiology
MSc(BHS) Course Structure

Students undertaking the MSc(BHS) program must complete **200 points** comprising:

- a **Research Project** (**125 points**);
- a selection of **Discipline subjects** (**4 x 12.5 points**); and
- a selection of **Professional Tools subjects** (**2 x 12.5 points**).

Course structure details can be found here: https://handbook.unimelb.edu.au/view/current/MC-SCIBHS. All subject selections are entered by students via the Student Portal in the usual way.

Research Project: Subjects & Assessment Components

Students entering the MSc(BHS) stream are expected to have organised and identified an academic supervisor in a School, Department or affiliated institute as part of their application. The theme and scope of the research project is negotiated between the Student and Supervisor at the time of application but prior to enrolment.

A Research Project Report is to be submitted for examination at the conclusion of the project (see details below) and other related assessment hurdle requirements are to be satisfied as the Project progresses.

Subject to supervisor approval, students will enrol in any combination of research project subjects as indicated below, to ensure they have completed the required total of research project points (normally **125 points**) by the end of their course. The combination of research project subjects is chosen to accommodate the Discipline and Professional Tools subjects undertaken concurrently such that the total academic load in a semester (i.e. points) does not exceed 50 points. The available research project subjects differ by point value only and are otherwise identical:

- BIOM90001 Project in Biomedical & Health Sciences – 12.5 points
- BIOM90003 Project in Biomedical & Health Sciences – 25.0 points
- BIOM90004 Project in Biomedical & Health Sciences – 37.5 points
- BIOM90005 Project in Biomedical & Health Sciences – 50.0 points

It is acceptable to enrol in the same subject code more than once if this is required to achieve the appropriate point loading in different semesters.

**Assessment components**

- A Research Project Report of up to 15,000 words, due towards the end of the final semester of the research project (100%);
- A literature review of up to 4,000 words, due toward the end of the second semester of the research project (hurdle); and
- Two 20 minute oral presentations, due towards the end of the second and final semesters of the research project (hurdle).

Satisfactory performance is required for the completion of ‘hurdle’ components. If necessary this may involve re-submission or re-presentation. For the literature review and the research report, Departments or academic units will provide guidance regarding format and convention according to research discipline specific requirements and local practice. Assessment processes and criteria are detailed later in this Guide. The Handbook entry should be consulted for the definitive course outline, including assessment criteria.
Discipline Subjects

For BSc(BHS) students, the Discipline subject **BIOM40001 Introduction to Biomedical Research (12.5 points)** is specified as a co-requisite subject, usually to be undertaken in the first semester of enrolment. (https://handbook.unimelb.edu.au/view/current/BIOM40001). This subject is held during an **intensive period in the last 2 weeks of February** and provides training in key areas of importance in biomedical and health sciences research (experimental design and analysis, hypothesis testing and data presentation, ethics and integrity).

The scheduling of this subject early in the academic year provides flexibility to allow additional subject selections in Semester 1 and concentrates teaching activity to maximise time available for research project focus. The timetable also allows students time to attend additional induction sessions organised by their host Departments or academic units relating to environmental health and safety. In some circumstances, Supervisors and students may apply to have this co-requisite subject waived in favour of an alternative discipline specific subject.

Students should select their remaining three **discipline subjects** in consultation with their Supervisors, taking into account relevance to research project, availability and personal interest. Students may select approved subjects relevant to the proposed research project from those within various Master of Science programs, particularly:

- Masters (coursework) programs offered by MDHS: [http://sc.mdhs.unimelb.edu.au/graduate-schools](http://sc.mdhs.unimelb.edu.au/graduate-schools)

Some Departments or academic units offer 40000 or 90000 series subjects specifically designed for MSc students to take in parallel. Discipline subjects may also be selected from undergraduate 3rd year subjects in a relevant area of interest - a maximum of two discipline subjects may be taken at this level.

Professional Tools Subjects

Students undertaking a **125 point research project** will complete **2 x 12.5 point Professional Tools subjects** listed below:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Availability in 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSA90471</td>
<td>Business Tools: The Market Environment</td>
</tr>
<tr>
<td>MAST90044</td>
<td>Thinking and Reasoning with Data</td>
</tr>
<tr>
<td>MAST90045</td>
<td>Systems Modelling and Simulation</td>
</tr>
<tr>
<td>MAST90007</td>
<td>Statistics for Research Workers</td>
</tr>
<tr>
<td>BUSA90403</td>
<td>Business Tools: Money People &amp; Processes</td>
</tr>
<tr>
<td>SCIE90005</td>
<td>Ethics and Responsibility in Science</td>
</tr>
<tr>
<td>SCIE90007</td>
<td>E-Science</td>
</tr>
<tr>
<td>SCIE90012</td>
<td>Science Communication</td>
</tr>
<tr>
<td>SCIE90013</td>
<td>Communication for Research Scientists</td>
</tr>
</tbody>
</table>

The availability and range of Professional Tools subjects varies from year-to-year. Individual subject timetables can be found throughout the year via [https://sis.unimelb.edu.au/cgi-bin/subjects.pl](https://sis.unimelb.edu.au/cgi-bin/subjects.pl)
Course Planning: mixing and matching Subject components over 2 years

With their Supervisor, each student builds a customized plan for their MSc(BHS), putting together the best sequence and balance of components to suit their goals. Depending on the character of their Project, the emphasis on allocation of Project points and the timing of other subjects may vary. For all students, the completion of the Discipline Subject ‘Introduction to Biomedical Research’ (BIOM40001) or an equivalent is required in the first Semester of study. Some examples of course structure are shown below (for a fulltime 2 year enrolment). It is not necessary to lock in a plan for the full course at the start - subject selections are made year by year and can be adjusted as the course proceeds if permitted. However, it is a good idea to look ahead and consider some possible options early in the course.

Some examples of possible course plans are shown below.

Example 1

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>SECOND YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1</td>
<td>Semester 2</td>
</tr>
<tr>
<td>Project 25</td>
<td>Project 37.5</td>
</tr>
<tr>
<td>BIOM40001</td>
<td>DISC Selective</td>
</tr>
<tr>
<td>DISC Selective</td>
<td>PT Selective</td>
</tr>
<tr>
<td>Project 25</td>
<td>Project 37.5</td>
</tr>
<tr>
<td>DISC Selective</td>
<td>PT Selective</td>
</tr>
</tbody>
</table>

Three components evenly balanced over two years

Example 2

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>SECOND YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1</td>
<td>Semester 2</td>
</tr>
<tr>
<td>Project 12.5</td>
<td>Project 25</td>
</tr>
<tr>
<td>BIOM40001</td>
<td>DISC Selective</td>
</tr>
<tr>
<td>DISC Selective</td>
<td>PT Selective</td>
</tr>
<tr>
<td>Project 37.5</td>
<td>Project 50</td>
</tr>
<tr>
<td>DISC Selective</td>
<td>PT Selective</td>
</tr>
</tbody>
</table>

Early Discipline subject grounding, Project progressively building

Example 3

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>SECOND YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester 1</td>
<td>Semester 2</td>
</tr>
<tr>
<td>Project 37.5</td>
<td>Project 25</td>
</tr>
<tr>
<td>BIOM40001</td>
<td>DISC Selective</td>
</tr>
<tr>
<td>DISC Selective</td>
<td>PT Selective</td>
</tr>
<tr>
<td>Project 25</td>
<td>Project 25</td>
</tr>
<tr>
<td>DISC Selective</td>
<td>PT Selective</td>
</tr>
<tr>
<td>Project 37.5</td>
<td>Project 37.5</td>
</tr>
<tr>
<td>DISC Selective</td>
<td>PT Selective</td>
</tr>
</tbody>
</table>

Initial Project focus, ongoing maintenance, delayed Professional Tools
Obtaining credit for prior study (advanced standing)

Students applying for the MSc(BHS) may apply for up to **75 points** credit for subjects previously undertaken (or **advanced standing**) that might be considered to have equivalence in the MSc(BHS). Details of this process can be found at:

http://graduate.science.unimelb.edu.au/students/credit.php

The application for advanced standing is in relation to specific (coursework) subjects within the MSc(BHS) is made at the time of application for admission to the Course. Prospective supervisors or the Melbourne Graduate School of Science are usually able to provide guidance about subjects which are likely to qualify.

Advanced standing is requested for specific subjects of the Discipline, Professional Tools or Project type and a case must be made for each subject for which credit is sought. Importantly, advanced standing is applied to individual subjects which the student would normally undertake and not to components of the course. Before an advanced standing application is considered, the Supervisor must approve the subject(s) for which credit is being sought as being relevant to the area of the research project. Since a number of MSc streams share the same subjects, this can prove straightforward for students transferring between MSc streams within the University of Melbourne.

In negotiating advanced standing, the Course requirements must be satisfied for MSc(BHS) - 4 Discipline subjects (including BIOM40001) and 2 Professional Tools subjects.

Contact the Melbourne Graduate School of Science for further information before finalising an application for advanced standing.

Checklist for selecting subjects and completing enrolment

1. Read pages 4 to 7 of this Information Guide and review the www Handbook entry for the course carefully: https://handbook.unimelb.edu.au/view/current/MC-SCIBHS
2. Decide which subjects you would like to do from those available – full details, prerequisite and timetable information for any subject can be located at: https://handbook.unimelb.edu.au
3. Make a time to meet with your Primary Supervisor to discuss your subject selection, being sure that you have completed steps 1 and 2 above first. Take a copy of the Study Planner on page 8 of this Guide with you to help prepare your plan.
4. You and your Primary Supervisor need to agree on your study plan for the year ahead. Your selections can be reviewed and altered at the beginning of the next semester if you wish.
5. Your Primary Supervisor needs to email your proposed study plan to the Melbourne Graduate School of Science (graduate-science@unimelb.edu.au). The Study Planner page can be scanned and emailed or the subjects selected can simply be listed in an email.
6. Your selected subjects will be checked and placed in your study plan. You can confirm the study plan and enrol in the nominated subjects through the student portal which was set up for you when you accepted your offer (http://portal.unimelb.edu.au/). Your Student Advisor will contact you should there be any problem with your plan.
7. Ensure enrolment in BIOM40001 is completed more than 2 weeks prior to Semester 1 start. Ensure enrolment in other subjects finalized prior to Semester start.
MSc(BHS) Subject Planner

- This Study Planner has been devised to simplify the course planning process.
- When selecting subjects, consider how to balance research and coursework components throughout the Course.
- The timing of coursework should be adjusted, depending on the nature of the Research Project demands.
- Over the two years, 4 'Discipline' subjects and 2 'Professional Tools' subjects are to be completed.
- BIOM40001 is a required Discipline subject. Some Academic Units may specify other required discipline subjects.
- A standard full-time load is 50 points per semester. As an general approximation, each 12.5 pt Research Project subject could be considered equivalent to a 10 hr time allocation to research work (50pts = 40hrs/week)
- The table below summarizes the planning decisions to be made over the two years:

<table>
<thead>
<tr>
<th>Research Project Subjects Total: 125 points</th>
<th>Discipline Subjects Total: 50 points</th>
<th>Professional Tools Subjects Total: 25 points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any combination of:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOM90001 12.5 pts</td>
<td>BIOM40001 Intro to Biomedical Research</td>
<td>Professional tools selective 12.5 pts</td>
</tr>
<tr>
<td>BIOM90003 25.0 pts</td>
<td>Discipline selective 12.5 pts</td>
<td>Professional tools selective 12.5 pts</td>
</tr>
<tr>
<td>BIOM90004 37.5 pts</td>
<td>Discipline selective 12.5 pts</td>
<td></td>
</tr>
<tr>
<td>BIOM90005 50.0 pts</td>
<td>Discipline selective 12.5 pts</td>
<td></td>
</tr>
</tbody>
</table>

**Subject Selection List**

Student Name: ___________________________  Student ID: __________
Primary Supervisor Name: ___________________________

<table>
<thead>
<tr>
<th>Subject Code</th>
<th>Subject Title</th>
<th>Semester / Year</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOM40001</td>
<td>Introduction to Biomedical Research</td>
<td>February</td>
<td>12.5 pts</td>
</tr>
</tbody>
</table>

|                | Sem ___ / 20 ___                       |
|                | Sem ___ / 20 ___                       |
|                | Sem ___ / 20 ___                       |
|                | Sem ___ / 20 ___                       |
|                | Sem ___ / 20 ___                       |
|                | Sem ___ / 20 ___                       |
|                | Sem ___ / 20 ___                       |

**Notes:**
- Semester 1 and Semester 2 must not exceed 50 points each without prior approval of MGSS. Note that BIOM40001 (February period) is included as part of the Semester 1 points.
- International students must be enrolled full-time (50 points per semester) unless advised by MGSS.
- Local students may enrol in less than 50 points in a semester without prior approval.
- Ensure that all prerequisites are met and the course structure requirements are complied with: https://handbook.unimelb.edu.au/view/current/MC-SCIBHS
- Make sure that your contact details are up-to-date. You can maintain these in your Student Portal.

**Supervisor:**
Please email the student's proposed study plan to MGSS at graduate-science@unimelb.edu.au.
Scan and email this page or list subjects in email text. Include Student ID number in email header.
MSc (BHS) Academic Organisation and Student Support

MSc(BHS) students are assisted in many ways at many levels to successfully complete their studies at the University of Melbourne.

The Supervisor

Student host Departments or academic units have primary responsibility to provide support and guidance for students through their Research project and through selection and performance in coursework. The Supervisor is the student’s key academic contact, and Departments or academic units are required to ensure appropriate supervisory standards and continuity. The Supervisor is responsible for nominating appropriate Examiners for their students’ Research Project Reports and notifying the Stream Coordinator of these nominations prior to the commencement of examination of the Research Project Report. Information is included in this Guide to be used by the Supervisor to nominate Examiners (below).

The MSc(BHS) Academic Unit Coordinator

Departments or academic units may take different coordination approaches in relation to supporting MSc(BHS) students: in some instances there may be a dedicated MSc(BHS) Coordinator, and in other settings this may be a role taken on by the Graduate Coordinator who has broad responsibility for all graduate students. In other situations, because MSc(BHS) students engage in various activities in parallel with Honours students, the Honours Coordinators may have joint MSc(BHS) responsibility. Whatever the arrangement, an MSc(BHS) Coordinator should be identified by the Department/academic unit and registered with the Melbourne Graduate School of Science.

The MSc(BHS) Coordinator is a senior academic whose role includes providing assistance to supervisors in provide appropriate support to students, providing course advice to students and managing the Research Project Report examination and hurdle evaluation activities. The MSc(BHS) Coordinator is ultimately responsible for having appropriate Examiners in place for each student and acts as an intermediate in the examination process, albeit it is the Supervisor who nominates such Examiners.

The MSc(BHS) Stream Coordinator

The Biomedical & Health Sciences Stream Coordinator for the Master of Science has responsibility for ensuring that the protocols approved by the Academic Programs Committee (in the context of Academic Board policy) and which apply to Master of Science coursework and research programs are implemented. This includes appointing Examiners for the Report (based on nominations provided by Supervisors); resolving Examiner discrepancies; maintaining records of Research Project Report grades awarded; retaining a collection of exemplar theses for benchmarking purposes; providing operational guidelines for stream management and assessment implementation; and assisting Departments /academic units and MSc(BHS) Coordinators when difficulties arise and constituting an Examiner Committee.

Student Centre Support

The Melbourne Graduate School of Science (MGSS) provides support for the MSc(BHS) students managing the receipt and assessment of applications, facilitating the initial enrolment of students and assisting with any ongoing enrolment matters. The MGSS also offers a schedule of orientation events for new students in February each year.
The **Medicine, Dentistry and Health Sciences (MDHS) Student Centre** provides ongoing assistance to students and to Coordinators with assessment results and other administrative matters.

**Other Resources**

Finally, for students and supervisors seeking some more specific support at an academic or personal level, the University offers various services through the:

- Academic Skills Unit (http://www.services.unimelb.edu.au/asu);
- Disability Liaison Unit (http://www.services.unimelb.edu.au/disability); and

Students and Supervisors should take every opportunity to benefit from the support available to ensure that both research project and coursework components of the MSc(BHS) progress well and that the Melbourne experience is enjoyable and rewarding.

**Contact summary**

For students, when queries arise that in the first instance cannot be dealt with by their Supervisor or MSc(BHS) Coordinator, the first point of contact should be the Melbourne Graduate School of Science.

**Melbourne Graduate School of Science**  
(Primary student contact)

Level 1, David Caro Building  
University of Melbourne  
Victoria 3010  
Phone: (03) 8344 6128  
Email: graduate-science@unimelb.edu.au  
Website: http://graduate.science.unimelb.edu.au

**Medicine, Dentistry and Health Sciences Student Centre**

Level 1, Brownless Biomedical Library  
University of Melbourne  
Phone: (03) 8344 5890  
Email: mdhs-sc@unimelb.edu.au

**MSc(BHS) Stream coordinator**

Professor Lea M. Durham Delbridge  
lmd@unimelb.edu.au
MSc (BHS) Examination & Assessment Overview

Assessment and examination processes for the chosen Discipline subjects and Professional Tools subjects are managed entirely by the Academic Units (and Coordinators) responsible for each of those subjects. The MSc(BHS) Stream Coordinator does not have a role in any of these assessment processes.

Assessment processes for the various Research Project components are implemented internally by the Department/academic unit hosting the student research project, often in parallel with Honours assessment activities and managed by/in conjunction with the local Graduate/Honours Coordinators.

Appropriate records relating to the Hurdle requirement assessment activities (these being satisfactory completion of the literature review and oral presentations described on page 4) are maintained locally and will be required by the Stream Coordinator. Standards of evaluation of hurdle requirements are at the discretion of the local Department/Academic Unit. These tasks need not receive any other grading, however feedback to the student to assist their skill development is both desirable and necessary. If performance is unsatisfactory on an initial attempt, a re-attempt may be allowed as required to achieve appropriate performance level. For assistance, evaluation proforma are provided in this Guide.

The protocols for the Examination of the Research Project Report (approved by Academic Programs Committee) apply, and these Protocols are available from the Melbourne Graduate School of Science. An examination proforma is provided below.

In summary, in relation to appointment of examiners and the conduct of examination, the following advice (adapted from the Protocols) applies:

1. At least two examiners must be appointed for all Research Project Reports (and constitute the Examiner panel).
2. All examiners may be internal to The University of Melbourne. External examiners may also be appointed.
3. Department or academic unit Coordinators will provide examiner nominations to the Stream Coordinator.
4. The Stream Coordinator will usually serve as the Chair of Examiners, and will confirm the appointment of the Panel of Examiners.
5. The supervisor may or may not be one of the examiners but this must be consistently applied in the Department or academic unit. A supervisor who is an examiner must ensure that their input in relation to student preparation of the Research Project Report is limited to general guidance.
6. If the supervisor is not an examiner the supervisor has the right to raise concern about the marks with the Chair of the Examination Panel (who may then appoint an additional Examiner).
7. When examinations are complete, the MSc(BHS) Coordinator advises the Stream Coordinator of the final mark and provides copies of the examiner marks and evaluations to the Stream Coordinator and the Student.
8. When examinations are complete, the MSc(BHS) Coordinator provides the Stream Coordinator with digital and hardcopy versions of the Research Project Report for archiving purposes.
9. The Stream Coordinator arranges for the result for the Research Project to be entered into the student's academic record. Departments/academic units do not enter results into ISIS.
## Research Project Report Assessment Process

### Research Project Submission Timelines and Extensions

<table>
<thead>
<tr>
<th>Step</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Examiner nomination &amp; approval</strong></td>
<td>At the end of the Semester teaching period, the Supervisor provides the MSc(BHS) Stream Coordinator with the names (and brief statement of relevant expertise &amp; experience) of at least two Examiners who are willing to serve. Details required are specified below. The MSc(BHS) Stream Coordinator approves examiners (or requests alternatives).</td>
</tr>
<tr>
<td><strong>Pre-submission 'Hurdle' Assessment documentation</strong></td>
<td>At the end of the Semester teaching period, the Supervisor provides MSc(BHS) Stream Coordinator with confirmation that Research Project 'hurdle' assessments have been satisfactorily completed (ie information relating to evaluation of Literature review and/or oral presentations). Assessment evidence is retained at Academic Unit level for possible later audit.</td>
</tr>
<tr>
<td><strong>Earliest submission date</strong></td>
<td>The Research Project Report can be submitted for examination immediately on the completion of <strong>125 points</strong> of Research Project. This would usually be at the end of the final semester (i.e. end of examination period) of the MSc(BHS) program, but may occur earlier depending on the timing of Project, Discipline and Tools subjects. Semester dates can be found at <a href="http://www.unimelb.edu.au/keydates">http://www.unimelb.edu.au/keydates</a>.</td>
</tr>
<tr>
<td><strong>Usual due date</strong></td>
<td>The Research Project Report is due at the end of the examination period for the (project) completing Semester (i.e. usually late June or late November respectively). Semester dates can be found at <a href="http://www.unimelb.edu.au/keydates">http://www.unimelb.edu.au/keydates</a>.</td>
</tr>
<tr>
<td><strong>Short extension</strong></td>
<td>As per University policy (UOM0374 Extensions), extensions can be granted for health or other reasons (equipment failure) for up to two weeks by the supervisor in consultation with the Stream Coordinator. This policy can be found at <a href="http://policy.unimelb.edu.au/UOM0374">http://policy.unimelb.edu.au/UOM0374</a></td>
</tr>
<tr>
<td><strong>Longer extension/ Special Consideration</strong></td>
<td>Students who require an extension of longer than two weeks should apply for Special Consideration through the Student Portal. If applicable, such as in the case of equipment failure, the student may request the stream coordinator or supervisor write a letter to accompany their application for Special Consideration. This may be based upon the recommendation of the Department/Academic Unit Examination Committee or Department/Academic Unit Extensions Committee for the student.</td>
</tr>
<tr>
<td><strong>Time allowed for Research Report examination</strong></td>
<td>A 1-2 week period is recommended (and this should be negotiated in advance by host Department/academic unit with approved Examiners).</td>
</tr>
<tr>
<td><strong>Timely Course completion (for Graduation)</strong></td>
<td>In the absence of an extension, a timely completion can be achieved to ensure that the Research Project examination result is available by the Semester final result release date (found at <a href="http://www.unimelb.edu.au/keydates">http://www.unimelb.edu.au/keydates</a>). Students may then apply for graduation at the first available opportunity.</td>
</tr>
<tr>
<td><strong>Timely Course completion (for PhD Admission and Scholarship)</strong></td>
<td>For students who are relying on a Report Examination outcome for course completion to be considered for further academic selection (i.e for PhD admission &amp; scholarships), a result should be entered by late November to receive a first round offer. PhD applications must be lodged 31 October (with result pending).</td>
</tr>
</tbody>
</table>
Nomination of examiners of the MSc(BHS) Research Project Report

The Primary Supervisor is to nominate two or more examiners prior to the commencement of assessment of the candidate’s Research Project Report. Examiners can be external to the University (however this is not mandatory) and the candidate’s supervisor can be an examiner. The Chair of Examiners is normally the Stream Coordinator. All nominations are subject to approval by the Chair of Examiners.

When should examiners be nominated?

Examiners should be nominated towards the end of the final semester of the student’s Research Project. Confirmation of examiners by Stream Coordinator (Chair of Examiners) should occur before the student’s Research Project Report is submitted for examination.

What information is provided when nominating examiners?

The following information in relation to each examiner being nominated is necessary:

- Name and University title of nominee (e.g. Professor, Honorary);
- Institution affiliation / Department of nominee (e.g. St Vincent’s Hospital, Department of Surgery);
- Phone number and Email address of nominee; and
- Why this person is a suitable examiner for this Research Project Report noting academic experience and research relevant experience (1-2 sentences usually).

How are examiners nominated?

In order to nominate the examiners, an email from the Primary Supervisor to the Stream Coordinator (Chair of Examiners) containing the above information will suffice. This email is then a ‘declaration’ from the Primary Supervisor to the Chair of Examiners that they endorse the nominations.

This email should be sent to the Stream Coordinator (Prof Lea Delbridge: lmd@unimelb.edu.au)

The Stream Coordinator will advise should further information be sought in relation to the nominations.

Research Project Report Presentation Style

There are no specific style and format prescriptions for the preparation of the MSc(BHS) Research Project Report. Students should consult Supervisors and local Academic Unit Coordinators to agree on an appropriate style specific to the relevant discipline. Local standards and examples may be consulted. A method of reference citation and bibliographic presentation which is considered an acceptable standard in the research field should be adopted.

Making effective choices in relation to structure, formatting, figure and graph construction, statistical annotation, and layout all contribute to optimizing the quality of the Research Project Report and should be considered integral to satisfying the examination criteria.

Sufficient hardcopy versions of the Research Project Report should be prepared to allow for submission of one hardcopy to the Stream Coordinator for archive purposes.
Proforma for Examination of the MSc(BHS) Research Project Report

Instructions to the Examiner: Please assess this student’s Research Project Report using the criteria listed below. Complete the table by placing ticks in the appropriate boxes, making use of the entire range of available marks (0-100%). Award an overall grade for the Report based on the distribution of ticks and your judgement of the Report. Please provide two attachments to this examination proforma: (1) Up to one page of comments explaining the overall grading based on the criteria assessed for the University’s internal record-keeping; and (2) Up to one page of feedback for the student that omits the grading.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>H1 (&gt;80)</th>
<th>H2A (75-79)</th>
<th>H2B (70-74)</th>
<th>H3 (65-69)</th>
<th>Pass (50-64)</th>
<th>Fail (&lt;50)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Explanation of aims of study</td>
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<td>2 Logic and critical thought</td>
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<td>3 Clarity and conciseness</td>
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<td>4 Extent of body of work undertaken</td>
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<td>5 Interpretation of data</td>
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<td>6 Soundness of rationale and methodology</td>
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<td>7 Evaluation and use of literature</td>
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<td>8 Implications of findings</td>
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<td>9 Presentation</td>
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<td>10 Style, grammar and syntax</td>
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</table>

Overall grade awarded:  %

Examiner Name: ............................................
Email: ............................................
Signature ............................................
Dated: ........../........../............

Stream co-ordinator use only:
Student ID |__|__|__|__|__|__|
Other examiner marks ____|____|____|____|
Examiner Written Evaluation of MSc(BHS) Research Project Report

The Examiner’s evaluation should be up to one page in length. As reports are made available to students, it is recommended that all substantive comments are not written on the Report itself but are noted in the evaluation. Only minor spelling and grammatical errors should be corrected on the Report. Major errors of this type should also be noted in the report. The general tone of comments in the evaluation should be positive, giving useful commentary recognising that the student has given this Report their best effort.

Class H1 (80-100%)

A Report graded as ‘upper H1’ (>85%) is strong in all areas of assessment. Overall the Report shows:

- outstanding command of expression and logical argument in a skilfully structured manuscript;
- superior evaluation and integration of existing literature;
- evidence of significant insight and original thought in dealing with the critical issues;
- sophisticated understanding of research methods, with evidence of careful attention to critical design issues in the execution of the project;
- outstanding presentation and reporting of a body of work;
- thoughtful and appropriate choice of analytical approach (where appropriate) and clear and coherent interpretation of the Report data;
- comprehensive understanding of the importance of the results in the context of the theoretical framework.

A ‘lower H1’ (80-85%) student displays many of the same strengths but is less well-balanced with weakness in some areas.

Overall: An H1 Report (upper or lower) is written by a student obviously capable of undertaking a PhD. Grading over the entire range of 80-100% is essential. The habit has been for examiners to grade between 80-85% for outstanding submissions, with 90% being a rare exception. A grade of 90% and above implies the Report is at the standard expected of an academic/researcher in the field and could be published in an appropriate journal.

Class H2A (75-79%)

A H2A Report shows a good understanding and exposition in most areas although with some notable weaknesses. The Report has most of the following characteristics:

- the manuscript is well written, logically argued and generally well structured;
- the evaluation and integration of the existing literature is very sound without being outstanding;
- reasonable insight and some evidence of original thought in dealing with the critical issues
- evidence of a solid understanding of research methods;
- adequate design of the research project, although possibly containing minor but retrievable errors;
- choice of data analysis that is appropriate for the design (although less well justified than might be expected of H1 standard), and clear presentation of results;
- generally sound but pedestrian interpretation of results and their relevance to the published literature.

Overall: An H2A Report is written by a student who is capable of undertaking a PhD or MPhil. The report should highlight areas where the work can be improved.
H2B (70-74%)

A H2B Report has most of the following characteristics:

- generally competently written, although some problems exist in the logical organisation of the text and expression;
- provides an adequate coverage of the literature, although it is more descriptive than interpretive, and arguments are often disjointed;
- occasional evidence of insight into the issues underlying the Report or essay, but little evidence of original thinking;
- basic but somewhat limited understanding of research methods;
- the design of the research project is generally adequate but is marred by some errors and oversights;
- reasonable choice of data analysis, although other approaches may have been more appropriate or powerful;
- presentation of results lacks clarity;
- interpretation of results or other studies is adequate but limited.

Overall: The Report shows an adequate understanding and exposition of relevant issues but there are notable weaknesses in several areas. An H2B Report is written by a student who may be capable of undertaking an MPhil under close supervision.

Class H3 (65-69%) and below

Theses that are graded at H3 and below have most of the following characteristics:

- the work is not well written and shows flaws in the structuring of logical arguments;
- coverage of the literature is weak, with insufficient information provided to support the arguments made, or conclusions drawn;
- little evidence of insight and ideas are highly derivative;
- knowledge of research methods is deficient;
- serious flaws exist in the design of the research project, making it difficult for the research to meet its aims;
- data analysis techniques are inappropriate;
- the results are poorly presented;
- interpretations are superficial, show a weak understanding of the results and their relevance to the theoretical framework.

Overall: The student shows a poor understanding of the relevant issues and there are major weaknesses throughout the Report. The student has not mastered the higher-order skills required at this level and would likely not be able to undertake further research.
Satisfactory evaluation (i.e. ≥ Pass) of the Literature Review is a 'hurdle' requirement for the Research Project component of the MSc(BHS). The grade assessed provides indicative student feedback but does not form part of the final Research Project grade (which is based entirely on the Research Project Report). If the Review is considered unsatisfactory (i.e. Fail), re-submission and re-evaluation is necessary. If two unsatisfactory evaluations are determined then consultation involving the student, Supervisors, MSc(BHS) Coordinator and Stream Coordinator should be initiated by the MSc(BHS) Coordinator.

Evaluate using the criteria listed on the following page. Complete the table below by placing ticks in the appropriate boxes. Provide an overall grade range for the Review based on the distribution of ticks and overall judgement. Provide annotation on the Review (hard or soft copy) for detailed student feedback – as this Review will likely constitute a major component of the Introduction for the student’s Research Project Report, this feedback to the student is very important.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>H1 (&gt;80)</th>
<th>H2A (75-79)</th>
<th>H2B (70-74)</th>
<th>H3 (65-69)</th>
<th>Pass (50-64)</th>
<th>Fail (&lt;50)</th>
<th>N/A</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Understanding and exposition of relevant issues</td>
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<td>2</td>
<td>Structure and development of argument</td>
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<td>3</td>
<td>Standard of critical analysis</td>
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<td>4</td>
<td>Relevance and design of figures and tables (if used)</td>
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<td>5</td>
<td>Evidence of wide and relevant reading</td>
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<td>6</td>
<td>Evaluation and synthesis of material</td>
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<td>7</td>
<td>Citation of references</td>
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<td>8</td>
<td>Context for and articulation of Research Project goals</td>
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<td>9</td>
<td>Quality of written text</td>
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<tr>
<td>10</td>
<td>Overall design &amp; presentation</td>
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</table>

Overall evaluation (H1 / H2A / H2B / H3 / P / Fail): ___________________________ Date ___________________________

Name of Evaluator: ___________________________ Signature: ___________________________
Criteria for Evaluation of MSc(BHS) Literature Review

Annotate the document to indicate areas for development, correction and/or improvement.

Class H1 (80-100%)

Student displays an excellent understanding and exposition of relevant issues in the field. The argument is clearly structured and logically developed and the review has only minor (low H1) or no (high H1) obvious weaknesses. Relevant data are clearly presented, figures and tables (if used) are relevant and are part of the overall argument and their sources are acknowledged. The evaluation and synthesis of a wide range of material is excellent and the standard of critical analysis throughout is high. References are correctly cited and conform to the style of a discipline-appropriate scientific journal. The text is clearly written in unambiguous, readable English. Overall design and presentation of the literature review is good. Rationale and segue to Research Project goals very clear.

Class H2A (75-79%)

Overall the student displays a good understanding and exposition of the relevant issues, but there are notable weaknesses in a few areas. For example, the review may not be well structured, the argument not fully developed or some of the relevant data has been omitted. Figures and tables (if used) are appropriate (but may not integrated into the argument) and there is evidence of further reading. The critical analysis is of an adequate standard. References are correctly cited and conform to the style of an appropriate scientific journal. The text is clearly written in unambiguous, readable English. Overall design and presentation are good. Annotate the document to indicate areas for development, correction and/or improvement.

H2B (70-74%)

Overall the student shows an adequate understanding and exposition of relevant issues but there notable weaknesses in several areas. For example, the argument is reasonably clear but isn’t fully developed and there is a limited presentation and explanation of relevant research. Figures and tables are not well presented or are not part of the argument (i.e., they serve a decorative purpose only). Limited amount of relevant reading mostly of secondary sources (reviews, etc.) and the material has been insufficiently evaluated. References are mostly correct and appear in both the text and reference list. Writing is not consistently clear and there is a need for some sentences to be reworded. Overall presentation is adequate.

Class H3 (65-69%) and Pass

Overall the student shows a poor understanding of the relevant issues and there are major weaknesses throughout the review. The arguments are unclear and the relevant data often lacking. There is poor use of figures and tables and little evidence of relevant reading. The evaluation of material is superficial and the synthesis is poor. There are frequent errors and omissions in the text and the writing style is poor, with many sentences in need of correction. Overall presentation of the review is substandard.

Fail

The work is of unacceptable standard and indicates that the student has insufficient grasp of the research field, minimal capacity to synthesize material, inadequate expression skills and inability to contextualize the Research Project. The evaluation indicates that the student would not be expected to be able to produce a Research Project Report of adequate standard.
Proforma for Evaluation of MSc(BHS) Oral Presentation

STUDENT: ....................................................................................................................

PROJECT: ....................................................................................................................

SUPERVISOR(S): ...........................................................................................................

DEPARTMENT CO-ORDINATOR: ..................................................................................

ORAL PRESENTATION

Date: ........../........./.............    Presentation #:       1      or      2 (final)

Satisfactory evaluation (ie ≥ Pass) of two Oral Presentations (by end Sem 2, end Sem 4) is a ‘hurdle’ requirement for the Project component of the MSc(BHS). The performance assessed provides indicative student feedback but does not form part of the final Research Project grade (which is based entirely on the Research Project Report). If an Oral Presentation is considered unsatisfactory, re-presentation is necessary. If two unsatisfactory evaluations are determined then consultation involving the Student, Supervisors, MSc(BHS) Coordinator and Stream Coordinator should be initiated by the MSc(BHS) Coordinator.

Evaluate using the criteria below. Complete the table by placing ticks in the appropriate boxes. Provide an overall grade range for the Presentation based on the distribution of ticks and overall judgement. Provide additional notes on an attached sheet to assist the Student in developing their presentation skills if possible.

<table>
<thead>
<tr>
<th>Presentation component &amp; weighting for evaluation</th>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>Unsatisfactory</th>
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<tbody>
<tr>
<td>Structure of talk (10%)</td>
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<tr>
<td>Delivered in logical sequence</td>
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<td>Appropriate timing for each segment</td>
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<td>Delivery of talk (15%)</td>
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<td>Voice: clear, suitable volume &amp; pace, well modulated</td>
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<td>Presence: physical habits; rapport with audience</td>
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<td>Visual aids: visible, legible, understandable, used well</td>
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<tr>
<td>Content (65%)</td>
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<td>Appropriate selection of material</td>
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<td>Clear &amp; concise explanation of terms/definitions</td>
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<td>Science rigorous and well-implemented</td>
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<td>Limitations acknowledged and implications discussed</td>
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<tr>
<td>Answers to questions (10%)</td>
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<tr>
<td>Appropriate answers given</td>
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<td>Demonstrated familiarity with topic &amp; broader issues</td>
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</table>

Overall evaluation (Excellent / Good / Fair / Poor / Unsatisfactory) ______________________Date _____________

Name of Evaluator: _________________________________ Signature: ______________________________