



THE UNIVERSITY
of ADELAIDE



School of Agriculture, Food & Wine
Information Handbook
For Higher Degree Research
Students and their Supervisors
2020

CRICOS PROVIDER 00123M

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Contents

School of Agriculture, Food & Wine	1
Information Handbook	1
For Higher Degree Research Students and their Supervisors.....	1
2020	1
Welcome to the School of Agriculture, Food and Wine	4
Message from the Head of School,.....	4
Professor Martin Cole	4
Introductory Information	5
Purpose of this Handbook	5
Campus locations and activities.....	6
Enrolment and Inductions	8
 Research Student Handbook 	8
Academic Program Rules	8
Inductions	9
Enrolment matters	9
Important Milestones in Candidature	11
Introduction.....	11
Summary of Deadlines for Each Stage of Candidature	12
Supervisory Arrangements	13
Appointing the Independent Advisor	13
Planning the Project.....	13
Research Project Support.....	13
The Structured Program	15
Core Component of the Structured Program (CCSP).....	15
Development Component of the Structured Program.....	15
Research Proposal	15
Guidelines for Completing the Research Proposal.....	17
Student's Certification and Assessment of Progress	17
Introductory Seminar	18
Completion of Core Component of Structured Program (CCSP).....	18
Actions required for the Major Review of Postgraduate Progress	20
Annual Review of Progress.....	22
Mid-candidature Update at the Postgraduate Symposium	22
Pre-submission review (PSR)	23
Thesis submission	23
Assistance and Support for Students and Supervisors	24
Administrative support	24
School Contacts	25
Postgraduate Representatives and Student Association.....	26
The Adelaide Graduate Centre (AGC)	28
Other Student Support Services	28
Adelaide University Union (AUU).....	28
Chaplain to Waite Campus	28
Student Life Counselling Support.....	28
Student Care	28
Education and Welfare Officers	28
Ask Adelaide.....	29
International Student Centre	29
General Information: Support for HDR Research Activities	30
Work-space	30
Communication: Computers, Email and the Internet.....	30
Mail and Phone Services	30
Photocopying.....	31

Meeting Rooms and Tea Facilities.....	31
Cars, Parking Permits and Campus Parking Rules.....	31
Purchasing Procedures.....	32
Petty Cash.....	32
Student Card and After-hours Access.....	32
Safety Information.....	33
General Information: The Academic Side of Research.....	35
Research Groups.....	35
Seminars.....	35
Annual Postgraduate Symposium.....	35
Record Keeping and Intellectual Property.....	35
Library.....	36
Research Facilities.....	36
Ethics Clearance.....	36
Travel and Field Trip Procedures.....	36
Travel to an International Conference.....	37
PhD Thesis by Publications or Combination Format.....	37
Paid Work.....	37
Educational Programs.....	38
CaRST Resources.....	38
Statistical Analysis.....	38
Supplementary Work/Directed Studies.....	38
Supplemented Undergraduate Subjects.....	39
Special Courses.....	39
Appendices.....	40
Appendix 1: School of Agriculture, Food and Wine Induction Checklist – 2 pages.....	40
Appendix 2: Template for invitation to.....	42
Independent Advisor.....	42
Appendix 3: Introductory Seminar Feedback Form.....	43
Appendix 4: Style Guide for Research Proposal and Thesis Writing.....	44
Appendix 5: Typical activities and time-frames for HDR candidature management in the School.....	45
AFW School Executive.....	46
Heads of Department.....	46
Postgraduate Coordinators.....	47
.....	47
Other support staff in the School Office.....	48
.....	48

Welcome to the School of Agriculture, Food and Wine

Message from the Head of School, Professor Martin Cole



Welcome to the School of Agriculture, Food and Wine. We are delighted that you have chosen to study with us. The University of Adelaide is Australia's foremost university for teaching and research in agriculture and wine, and we are increasingly recognised in food and nutritional sciences. In 2018 we earned over \$36 million in research income, and published over 460 journal articles, which places the School as one of the top research areas of the University of Adelaide.

The School takes great pride in the quality and performance of its research and educational programs. Its facilities are state-of-the-art in many areas and we strive to provide a research environment of the highest international standard. In addition, we benefit from interactions with partner organisations on the Waite Campus including the South Australian Research & Development Institute (SARDI), the Commonwealth Scientific & Industrial Research Organisation (CSIRO), the Australian Wine Research Institute (AWRI), the South Australian Department of Environment, Water and Natural Resources, and private companies such as the Australian Genome Research Facility. Check out the Waite.org <http://www.thewaite.org/>, where you will find the latest information from all campus partners, and a link to receive updates by email. We strongly encourage you to subscribe at <http://www.thewaite.org/news-events/weekly-alert/>.

Undertaking a postgraduate research degree is an exciting phase in your development as a scientist. Indeed, it is our expectation that many of you will make important discoveries that will influence others in your field. The School aims to offer a supportive and vibrant research environment and we are committed to helping you develop your skills as a researcher. We also encourage you to join the School's Postgraduate student society – PAWS – and to take part in the many academic and recreational activities you will find at the University of Adelaide.

We hope that you will find your studies here exciting, challenging and rewarding.

Introductory Information

Purpose of this Handbook

This handbook describes the procedures used in the School of Agriculture, Food and Wine to manage higher degree by research (HDR) candidature. It introduces the people and resources available to help students and supervisors. A current electronic copy of this handbook plus relevant School-specific information can be accessed directly from the School website: <https://sciences.adelaide.edu.au/agriculture-food-wine/study-with-us/research-students#hdr-administrative-procedures>

This handbook provides information about School-specific aspects and procedures for addressing several University requirements, including the:

- University's postgraduate induction, administered by the Adelaide Graduate Centre (AGC)
- School's postgraduate induction program
- School's Occupational Health, Safety and Wellbeing program
- Structured Program (Core Component)
- Annual Review of Progress
- Major Review of Progress
- Thesis Preparation Review

COMMON ACRONYMS	
AGC Adelaide Graduate Centre	PAWS Postgraduate Association for Waite Students
AWRI Australian Wine Research Institute	PGC Postgraduate Coordinator
CaRST Career and Research Skills Training	RTP Research Training Program
CCSP Core Component of the Structured Program	SARDI South Australian Research and Development Institute
CSIRO Commonwealth Scientific and Industrial Research Organisation	WIC Wine Innovation Cluster
DHoS Deputy Head of School	WRI Waite Research Institute

Campus locations and activities

The School of Agriculture, Food and Wine is located on the Waite Campus of the University of Adelaide. Many of the administrative aspects of your candidature are handled by the University administration at the North Terrace Campus. Some activities, such as field work, may take place at Roseworthy Campus, where the University farm and the School of Animal and Veterinary Sciences are located.

Waite Campus

The Waite Agricultural Research Institute was established at the Waite Campus in 1924 following the bequest of Urrbrae House and 300 acres by Mr Peter Waite to the University of Adelaide. The Waite Campus is located in the Adelaide foothills with a view to the sea and is just 20 minutes from the city by car or bus.

“The Waite” is internationally renowned and encompasses the largest agricultural research complex in the southern hemisphere (see <http://www.thewaite.org/>). Research at the Waite Campus has a strong focus on plant science, wine science and soil science. The ten Research Groups of the School are based here: Biometry; Farming Systems; Food and Nutrition; Plant Breeding and Genetics; Plant Physiology, Viticulture and Horticulture; Plant Protection; Soil Science; Wine Science.

In 2013 the ARC Training Centre for Innovative Wine Production was launched, and is based in the School, with funding renewed until 2022. Since 2014 the Waite has hosted a node of the ARC Centre of Excellence in Plant Energy Biology

In 2008, the Wine Innovation Central Building was opened on the Campus. This is part of the Wine Innovation Cluster (WIC), a joint venture between the School, AWRI, CSIRO and SARDI to provide research and development to the wine industry. A \$22 million facility, The Plant Accelerator, was launched in 2010. This is part of the Australian Plant Phenomics Facility (which also has a node in Canberra) and provides high-throughput, non-destructive measurement of plant physical attributes, previously a bottleneck in exploiting genomic and related information in plant improvement.

The Waite Research Institute (WRI) was launched in July 2010, established by the University to recognise the great research strengths it has on the Waite Campus. It is one of six Institutes established by the University, and tackles fundamental problems related to sustainable agriculture and global food security.

North Terrace Campus

Located at the north side of the Adelaide central business district, North Terrace Campus houses part of the Faculty of Sciences, most other Faculties of the University, and other facilities, such as Adelaide Microscopy (a node of which is based on the Waite campus; <http://www.adelaide.edu.au/microscopy/>).

The major student support systems are located on the North Terrace Campus. The Adelaide Graduate Centre can be found on Level 2 of the Schultz Building (please see <https://www.adelaide.edu.au/graduatecentre/contact/> for a detailed list of dedicated AGC contacts).

Roseworthy Campus

Australia's first agricultural college was established at Roseworthy, 50 km north of Adelaide, in 1883. Roseworthy Agricultural College became part of the University of Adelaide in 1991. In 2009, the School of Animal and Veterinary Sciences was established on the campus. Research partners active at Roseworthy Campus include Australian Grain Technologies (AGT), Primary Industries and Regions South Australia (PIRSA) and the South Australian

Research and Development Institute (SARDI). Roseworthy is also the location for collaborative research centres such as the Livestock Systems Alliance, Pig and Poultry Production Institute (PPPI) and the headquarters for the Pork CRC.

For more information about Roseworthy Campus visit:

<http://www.adelaide.edu.au/campuses/roseworthy/>

Campus Maps

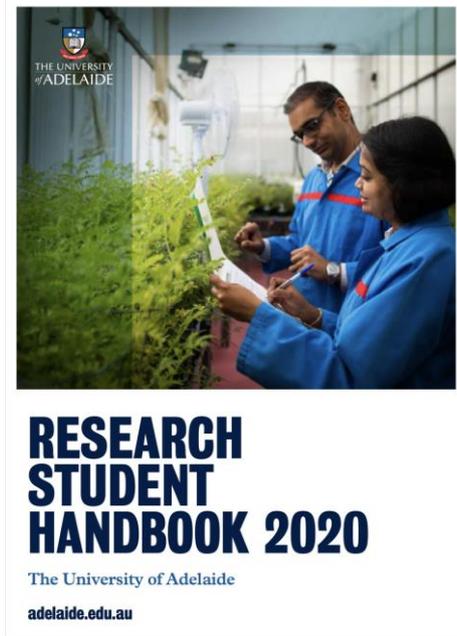
Maps of Waite, North Terrace and Roseworthy campuses can be found at:

<http://www.adelaide.edu.au/campuses/>

Enrolment and Inductions

Supervisors, Postgraduate Coordinators (PGCs) and staff in the Adelaide Graduate Centre will guide students through enrolment and induction. In the first instance, however, students and supervisors should read the current edition of the University's....

Research Student Handbook



The University's **Research Student Handbook** sets out the responsibilities of all those involved in postgraduate research education and gives all the relevant policies and procedures. Students and supervisors are encouraged to use the electronic version, which can be accessed at: <http://www.adelaide.edu.au/graduatecentre/handbook/>. A copy of the printed handbook will be provided to you at the School Induction.

Students and supervisors have a responsibility to be aware of, and to abide by, the appropriate Academic Program Rules, and to adhere to the policies and procedures set out in the Research Student Handbook. When you have queries about higher degree administration, consult the Handbook in the first instance. If you are unable to find the answer there, contact the AGC (<http://www.adelaide.edu.au/graduatecentre/about/contact/>), David Hart, your PGC or the DHoS(Learning & Teaching).

Academic Program Rules

The full text of the Academic Program Rules for higher degrees by research in the Faculty of Sciences is available at: <https://calendar.adelaide.edu.au/agc>

Inductions

Postgraduate Research Induction

The University Postgraduate Research Induction provided by the AGC is now available online as a MyUni course or at:

<https://www.adelaide.edu.au/graduatecentre/forms/milestones/induction/>

This online induction must be completed within one month of enrolment. The course includes an introduction to the AGC and the Research Student Handbook, responsibilities of student and supervisors, research conduct, training & professional development, and student services.

School Candidature Management Induction

School-level and Supervisor-level inductions occur throughout the year. The School-level inductions, which are about candidature management, occur twice per year. Students and their supervisors will be invited to a welcome session where they will be introduced to the School Student Services Team, professional staff, members of the Postgraduate Committee and the postgraduate student society (PAWS). Students and supervisors will be invited to the session by the Senior Academic Support Officer or the DHoS (Learning and Teaching) after enrolment and completion of the AGC induction. Supervisor(s) should come along to introduce their new student to the School. Information about candidature management procedures in the School will be available online at:

[Handbook for AFW postgraduate \(HDR\) students and supervisors](#)

This document includes an Induction Checklist (Appendix 1), which can be photocopied and completed as part of the documentation for the CCSP

Occupational Health, Safety and Wellbeing Induction

Students must complete the Occupational Health and Safety (OH&S) induction within the first month of enrolment (see web link:

<https://sciences.adelaide.edu.au/intranet/hsw#hsw-training> before any laboratory or field work is started. You are also required to watch for School emails from our Health & Safety Officer, Nicola Featherstone for specific training in safety matters.

Familiarity with the OH&S rules for a safe laboratory and field work environment is essential if you are to conduct research without risk to yourself or your colleagues. At the School induction you will be informed about OH&S training specific to the School.

Enrolment matters

During candidature students may need to alter aspects of enrolment, personal details, or to take leave of absence. A full list of forms and related policies is available at: <http://www.adelaide.edu.au/graduatecentre/forms/>. Where the form asks for the Head of School's signature, your Postgraduate Coordinator (PGC) or the DHoS (Learning and Teaching) will usually sign. Completed forms should be lodged with the AGC via the campus internal mail system addressed to "Adelaide Graduate Centre, Level 2, Schulz Building".

NB: Full-time students are entitled to 4 weeks of annual leave per year of candidature without having to submit an application for leave of absence.

International students "will need to complete the form 'Application for Leave of Absence and/or Recreation Leave for International Research Students' to ensure that the University has your current contact details in the event of an emergency e.g. natural disaster.

If you do not plan to take recreation leave interstate or overseas, you simply need to negotiate the time you will be away from the University with your supervisors (to a maximum of four weeks per calendar year)."

<https://www.adelaide.edu.au/graduatecentre/forms/candidature-management/docs/leave-of-absence-international.pdf>

Sick Leave: The following information was drawn from the latest version of the Conditions of Award for RTP Scholarships. It applies to all HDR students, regardless of the source of their Scholarship.

- I. Award holders are entitled to 10 working days paid sick leave per year (accruable). This period does not extend the normal duration of the award.
- II. For medically substantiated periods of illness lasting longer than 10 working days, candidates may receive up to a total of 60 working days paid sick leave that is additional to the normal duration of the award. This leave will only be utilised once the accruable sick leave within tenure has been exhausted.
- III. Unpaid Sick Leave - periods of unpaid sick leave longer than 60 working days may be accessed through leave of absence provisions. Carer leave related to the primary care of a family member may be applied for under the allocation of sick leave, and requires equivalent supporting documentation

Students must apply to the Graduate Centre for leave of absence when taking any type of paid or unpaid sick leave. Official medical certificates stating specified dates must be provided for all periods of sick leave applied for.

Important Milestones in Candidature

<https://www.adelaide.edu.au/graduatecentre/forms/milestones/>

Introduction

In the School of Agriculture, Food and Wine, we see HDR students as being at the core of our research activities. Therefore, we aim for best practice in candidature management and supervision to ensure that our research students have a positive experience during candidature and complete a good thesis in a timely manner.

Candidature management should begin with careful selection and an interview (in person or by Skype) to ensure a good match between student, supervisors and research area. It continues with active participation and commitment from students and supervisors, with support from the PGCs, Research Groups, the School, the AGC and other relevant parts of the University. All participants must be aware of their responsibilities, as detailed in the research student handbook and summarised below. Effective support and regular monitoring of progress facilitate successful and timely completion of the degree.

The University of Adelaide's administration of HDR candidature is subject to the conditions of the Federal Government's Research Training Program (RTP). This scheme aims to enhance the quality of research training provided in Australia. The RTP places emphasis on a timely completion (that is, achieving a final outcome following examination of the thesis) for each student. Delayed completions carry significant financial penalties for the University and the School so we want students to complete their degree in good time.

When developing the research project, therefore, it is important that the aims are achievable within the time-frame of the scholarship (for a PhD, usually 3 years, in some cases, 4 years), that appropriate resources are available and that student and supervisors are committed to making it work. Experience indicates that when a student does not submit a thesis before the scholarship expires, the thesis often takes many years more or is never submitted. We therefore recommend students aim to complete all experimental work by 2 years 6 months (for a 3 year scholarship), or by 3 years 6 months (for a 4 year scholarship) and to complete writing up within the time-frame of the scholarship. Perhaps more importantly, students are encouraged to actively write-up their work continually, starting from their research proposal, documenting methodologies, and to later documenting and then discussing their results.

To manage candidatures, the School has adopted a standard practice to help students complete the structured program, major review and annual reviews of progress and pre-submission review, as outlined in the summary of deadlines below. For students enrolled half-time, the deadlines are adjusted accordingly.

Information about managing each stage of candidature is provided in this handbook. Students and supervisors must be aware of the deadlines and work toward them. Any difficulty in meeting a deadline needs to be discussed with your PGC. The AGC also needs to be kept informed, otherwise they may automatically suspend candidature and scholarship.

Summary of Deadlines for Each Stage of Candidature

Time after enrolment	What needs to be done before each deadline	Who is responsible
1 month	Complete online AGC induction. Complete online University OH&S Induction course. Appoint Independent Advisor for the project.	Student; supervisors.
3 months	Complete School Induction program and checklist.	Student; supervisors; PGC; APO; DHoS (Learning and Teaching).
3 months (approx)	Present Introductory seminar to the Research Group or Department	Student; supervisors; Independent Advisor; Research Group Convenor.
4 - 5 months	Supervisors review Research Proposal; Independent Advisor reviews Research Proposal and provides written confirmation to PGC that feedback has been provided to student and that this has been acted upon.	Supervisors; Independent Advisor.
6 months	Complete <i>Core Component of Structured Program</i> (CCSP) and submit forms to AGC	Student; supervisors; PGC;
11 months	Conduct Major Review of Progress.	Student; supervisors; Independent Advisor; PGC; Senior Discipline Academic
12 months	Submit report from Major Review of Progress to AGC for candidature confirmation if satisfactory	Postgraduate Coordinator
October each year after 1 st year	Complete and Submit Annual Review of Progress to AGC	Student; supervisors; PGC.
Mid-candidature	Present a Research update in School's Annual Postgraduate Symposium (September/October)	Student; supervisors.
33 months from the commencement of candidature for PhD and 21 months of candidature for Master by Research	Conduct Pre-submission Review and submit form to AGC	Student; supervisors; Independent Advisor; Research Group Convenor; PGC.
3 months before completion	Complete experimental work and submit "Notification of Intention to Submit" form to AGC	Student; supervisors; PGC or DHoS (Learning and Teaching).
1 month before completion	Submit "Examiner Nomination Form" to AGC	Supervisors
1.5 – 2 y (Masters) 3 – 3.5 y (PhD)	Submit thesis to AGC for examination along with completed "Certification of Thesis for Examination" form	Student; supervisors; PGC or DHoS (Learning and Teaching).

Supervisory Arrangements

Each HDR student must have two or three supervisors, one of whom must have a strong track record in supervision. All supervisors must be included in the register of eligible supervisors.

Responsibilities of student and supervisor(s) are described in the Research Student Handbook, please see pages

<http://www.adelaide.edu.au/graduatecentre/handbook/11-appendices/02.html> for further information. It is advisable to discuss expectations in supervision at an early stage, which can be facilitated by using the form available at <https://www.adelaide.edu.au/graduatecentre/handbook/11-appendices/05.html>.

Within 2 weeks of enrolment, the Principal Supervisor should introduce the student to the convenor of the Research Group.

Within 3 months of enrolment, student and supervisors should choose an Independent Advisor for the project and contact the Research Group convenor to arrange a date for the introductory seminar.

Appointing the Independent Advisor

It is a requirement in the School of Agriculture, Food and Wine that each HDR project has an Independent Advisor, who will have some knowledge of the area of research but is not directly involved in supervising the project. This person is chosen by supervisors and the student, and will provide comments on the research proposal, attend the introductory seminar, and take part in the Major Review and other reviews of progress as required. They will maintain contact throughout candidature to provide advice and a “sounding board” for ideas, and will be able to assess progress. *Please note that this is a School requirement only – the Independent Advisor is not a role recognised by the AGC. To avoid confusion, please **do not** list your Independent Advisor as a Supervisor on any correspondence with AGC!*

The Principal Supervisor will provide the Independent Advisor with details of what is expected of them (see template letter in Appendix 2 of this Handbook <http://sciences.adelaide.edu.au/agriculture-food-wine/sites/default/files/docs/afw-hdr-handbook2019.pdf>). The name and contact details of the Independent Advisor need to be recorded on the **School** induction checklist for completion of the CCSP.

Planning the Project

The student should develop a research plan in consultation with their supervisors. Discussions may begin before the student arrives. The proposed project must be feasible within the time-frame and budget of the scholarship and the necessary resources and equipment should be available in Adelaide unless arrangements are made for the student to work elsewhere. The Independent Advisor will provide advice on the research plan.

Research Project Support

The Principal Supervisor should confirm funding arrangements with the School Manager at enrolment. The School may provide, via the Principal Supervisor, an operating allocation (known as ‘School Safety Net Funding’) of up to \$4,000 per year for the project to a maximum amount of \$12,000 over the term of a PhD project or \$8,000 for a Master project. This sum includes the purchase or lease of a computer.

Since these funds are provided as a safety net, any research funding gained for the student project, at any time during candidature, will reduce the safety net available to the student. It is therefore a requirement that the supervisor inform the School Manager and DHoS (Learning and Teaching) if project support is obtained from non-School sources at any time during

candidature (e.g., from Wine Australia, Grains Research and Development Corporation, or other funding body).

A budget must be submitted as part of the research proposal, to justify expenditure of School resources; a template is available at

<https://sciences.adelaide.edu.au/agriculture-food-wine/study-with-us/research-students#hdr-administrative-procedures>.

This should include any amount that will be used to attend an international conference. Information about the application process to use Safety Net Funding to attend an International conference is included later in this booklet under Travel and Field Trip Procedures .

The Structured Program

The overall aim of the Structured Program is to enhance the student's ability and skills to undertake effective research at postgraduate level, thereby optimising the chance of success. The structured program consists of a *core component* and a *development component*.

Core Component of the Structured Program (CCSP)

All students enrolled for a PhD or Master of Philosophy are required to complete the Core Component of the Structured Program (CCSP) within the first 6 months (or 12 months if you are enrolled half-time) of candidature. Ensure that you familiarise yourself with the sections of this form available at:

<https://www.adelaide.edu.au/graduatecentre/forms/milestones/core-component-structured-program/#>

In the School of AFW, the CCSP comprises the following elements.

- Participation in a School of Agriculture, Food and Wine induction.
- Regular attendance at Research Group and School seminars.
- Preparation of a research proposal, following the template described below, that has been reviewed by the supervisors and Independent Advisor.
- Presentation of a seminar outlining the research proposal to the Research Group, at about 3-4 months post-enrolment.
- Ensure Minimum Resources are available as outlined in the online CCSP form. This outlines the resources required to conduct the research successfully.
- Completion of compulsory training modules in the Australian Code for the Responsible Conduct of Research.

Development Component of the Structured Program

From the 1st of January 2017, all commencing HDR students are required to participate in the Career and Research Skills Training (CaRST) program. CaRST will deliver comprehensive research training and career development for HDR students through a suite of workshops, courses, events, online training, and resources to equip you with the skills you need to achieve your career goals. See: <http://www.adelaide.edu.au/carst/> for full information concerning all CaRST activities.

Research Proposal

The research proposal, which includes a literature review, is designed to ensure that within the first 4 months of candidature each student is aware of the background for their research project, and has developed a clear sense of direction in their research.

Please use the Faculty-specific template, which can be obtained from: <http://www.adelaide.edu.au/graduatecentre/system/files/media/documents/2019-07/research-proposal-proforma-sciences.doc>

The research proposal should be about 5,000 ± 500 words long. Content and structure should be discussed with the supervisors (see guidelines below, and style guide in Appendix 4). Examples of good proposals are available from the DHoS (Learning and Teaching), and the PGCs.

A draft of the research proposal and literature review should be submitted to all supervisors for comment. The document should then be submitted to the Independent Advisor, who is asked to comment on the science and feasibility of the proposal rather than on presentation.

Comments from the Independent Advisor should be addressed to the satisfaction of the supervisors, and an email to this effect should be sent to the appropriate PGC by either the Principal Supervisor or the Independent Advisor.

Guidelines for Completing the Research Proposal

The **Introductory Background** or literature review forms the basis from which the specific hypotheses and the research are formulated. When reviewing the literature, it is important to take note of what has not been done as well as what has been done.

This section should include an organised and brief but **critical** review of the literature pertaining to research that has been undertaken previously in areas related to the proposed project. In a logical progression from the broad perspective to the specific, clearly define the gaps you have identified in the literature and so justify the need for the proposed research. The review should be about 3,000 – 3,500 words long (excluding references).

The literature review should lead into a clear statement of the **Research Questions**, in which you summarise the gaps in the literature your project will address. This should be followed by a brief statement of the **hypotheses, aims and objectives** of the project.

The next section, **Theoretical Framework and Methods**, should include an outline of the methodology (aims and design of experiments, description of specific procedures) and statistical analyses to be used. There is no need to go into great detail about well-established techniques, but rather indicate the range of methods that might be used and the outcomes that might be achieved. Additional detail should be given only where development of new methodology is expected or where difficulties may be encountered. Identify where assistance might be sought (other than from your supervisors), for example, advice on statistics.

The methodology section should be followed by a brief statement of **Significance or Contribution to the Discipline**. This might begin with a statement of the expected outcomes and will round off the proposed research.

The next sections should comprise an indicative **Budget** for each year of the project, prepared using the School HDR budget template, which can be downloaded from the School website: <https://sciences.adelaide.edu.au/agriculture-food-wine/study-with-us/research-students#hdr-administrative-procedures> and a **Timeline** in which you summarise the schedule of your main activities and experiments. Ideally, you should enter the activities into a GANTT planning chart, a template for which may be downloaded from the Graduate Centre website at: <https://www.adelaide.edu.au/graduatecentre/forms/milestones/planning-communicating-tracking/> and adapted to suit your project.

Additional information relating to matters such as intellectual property, research ethics, particularly quarantine, and biohazards, should be provided in “**Other Requirements**”.

Finish with a complete list of **References** cited in the document, in alphabetical order.

Student’s Certification and Assessment of Progress

Note that in signing the completion of CCSP form, you are:

(i) declaring you have read the University Policy and Guidelines on Plagiarism and your research proposal is free from plagiarism,

(ii) acknowledging you will conduct your research in accordance with the Australian Code for Responsible Conduct of Research (<https://www.nhmrc.gov.au/about-us/publications/australian-code-responsible-conduct-research-2018>) and <https://www.adelaide.edu.au/research-services/oreci/> and will lodge all original data or primary research materials in accordance with your Data Management Plan (see Record Keeping and Intellectual Property later in this document).

The plagiarism policy defines and outlines the University's prohibition of plagiarism and summarises the ways in which the University prevents, detects and penalises plagiarism. The

guidelines in the policy document (<http://www.adelaide.edu.au/policies/230/>) provide advice for staff and students on the implementation of the policy. Useful guidelines on how to avoid plagiarism can be obtained in RED courses called: “Plagiarism, Detection and Pre-emption”, which can be booked at <https://apps.adelaide.edu.au/training/courses/12917> .

Introductory Seminar

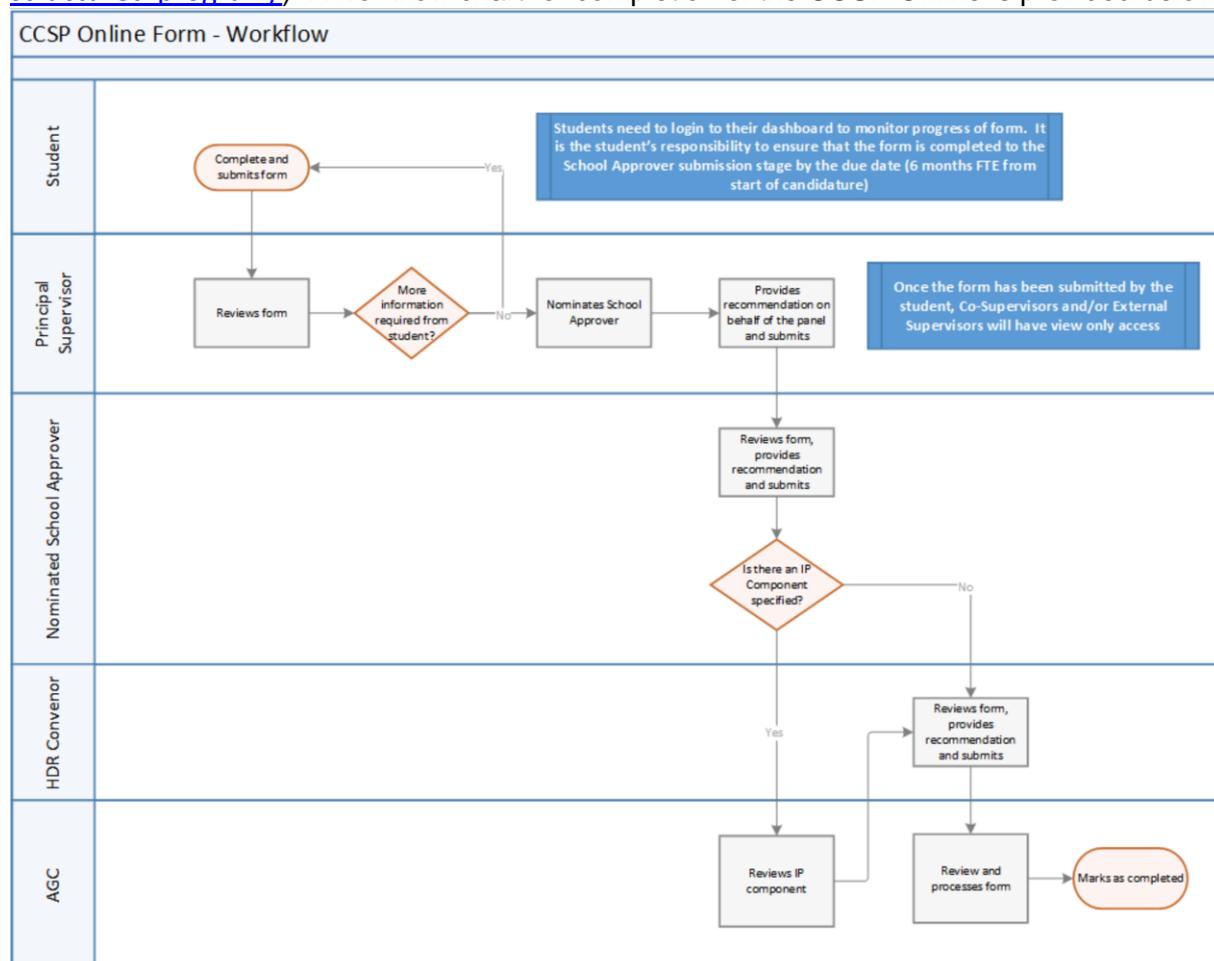
This should be approximately 30 minutes in duration (a 20-minute talk plus 10 minutes for questions). The seminar should be an oral presentation of the draft Research Proposal, and should focus on relevant background information, aims and proposed methodology.

They should seek the help of their supervisor/s in preparing and practising for the presentation. Many students practise their presentations in front of their lab group or a small group of fellow students before the actual presentation.

The seminar will be reviewed by members of the Group and your department, and their comments provided afterwards, using the seminar feedback form shown in Appendix 3 <https://sciences.adelaide.edu.au/agriculture-food-wine/study-with-us/research-students#hdr-administrative-procedures> .

Completion of Core Component of Structured Program (CCSP)

The CCSP must be completed within 6 months of the candidature. The CCSP form and guidelines are available from the AGC website (<https://www.adelaide.edu.au/graduatecentre/forms/milestones/core-component-structured-program/>). A workflow chart for completion of the CCSP Online is provided below.



An assessment of the CaRST Development Plan (<https://www.adelaide.edu.au/graduatecentre/forms/carst/>) is included in the CCSP. Students and their supervisors will therefore need to ensure that adequate planning, monitoring and recording of all CaRST activities is undertaken, and that clear plans are described for future activities.

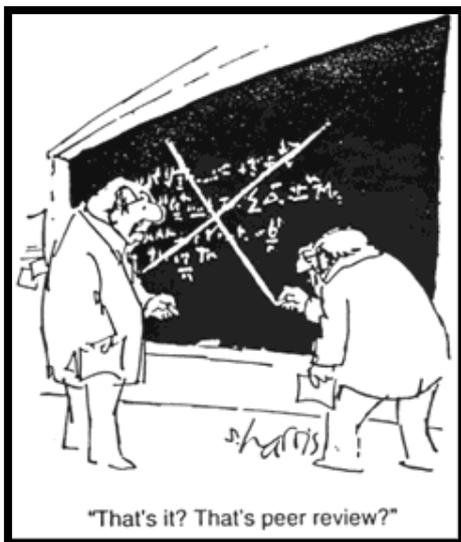
The PGC will require evidence that the Independent Advisor has commented on the research proposal and that those comments have been addressed. The CCSP must be completed within 6 months of the enrolment date; if the forms are not lodged with the AGC by 3 weeks after the due date, enrolment may be terminated. Obtaining approval can take time because the PGC and the Deputy Head need to check the details, so please do not leave things to the last minute.

Actions required for the Major Review of Postgraduate Progress

PhD and Master by Research candidates are provisionally enrolled for the first 12 months of candidature. In order to progress to full candidature, the Major Review of Postgraduate Progress must be completed and a report submitted online. Details of the University's requirements for this are available at:

<http://www.adelaide.edu.au/graduatecentre/forms/milestones/major-review/>.

The Major Review will be sufficiently rigorous to identify (and resolve) any stumbling blocks so that completion within time-frame is achievable or candidature is changed. The Major Review is, therefore, a **critical step** in the management and progression of candidature, at which a student's **potential and commitment** to complete the research degree are assessed. It is important this process be completed in a timely fashion, and therefore the major review should be conducted in the tenth or eleventh month of candidature.



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www.sciencecartoonsplus.com

Within the School of Agriculture, Food and Wine we have developed a procedure for the Major Review that aims to provide all parties (student, supervisors, School and University) with a clear outcome concerning the state of candidature at the end of the first year. The main part of the Major Review in AFW consists of a Review Meeting, at which you will make a short (15-20 minute) presentation of your research to date and intentions for the remainder of candidature, as well as providing information about plans should there be difficulties etc. After this, a review panel comprising the PGC (as convenor), your supervisors, Independent Advisor (specified as External Discipline Expert on the form), and the Head of the Research Group (or other Senior School Academic from your Department), will meet with you to discuss progress and make determinations against the University's guidelines.

An outline of the process is provided below:

Prior to the meeting

1. About 4 weeks before the intended Major Review meeting the student should arrange a mutually suitable date and time with the panel members listed above.
Time for a presentation should also be factored in at this stage (see point 2). Please liaise with the Independent Advisor to ensure they are able to attend, or where practicable, organise for their virtual attendance (e.g. skype).

2. A venue must be booked by the student for the seminar and the review meeting that will follow (generally a meeting room with provision for overhead digital projection, and seating to accommodate the research group / department audience). Groups often have a specific seminar coordinator who should be consulted to assist with booking a room and circulating the details (including on www.thewaite.org/). Please ensure that all members of your Department and the research group(s) with whom you are affiliated (as appropriate) are informed of the seminar details.
3. Once the review meeting is planned, both student and supervisors are required to prepare a brief report using the Major Review of Progress online form available via the Graduate Centre web page (<https://www.adelaide.edu.au/graduatecentre/forms/milestones/major-review/>). The reports should outline the progress of experimental work and, most importantly, the student's research plans for the remainder of candidature. An updated Gantt chart, and CaRST Development Plan and Training Summary should also be included by the student in the online form. At least several days in advance of the meeting, the Principal Supervisor is required to select the PGC who should review the online form and add email addresses for the Independent Advisor and senior discipline Academics.

At the meeting

4. The Independent Advisor chosen at the outset of the candidature is asked to assist with the review. They have some knowledge of the project area, and can assist members of the review panel with advice regarding the experimental approach chosen for the research and the possibility of any major hurdles arising from these considerations during the candidature. Additionally, a senior academic staff member from the research group, or another staff member suitably experienced in the research area, is asked to attend to provide expert advice to the panel.
5. The meeting is convened by the PGC. The student is welcome to bring along a support person. After an introduction about the purpose of the meeting by the PGC, the student gives their presentation for 15-20 minutes, which is followed by some questions from the review panel and the general audience (including members of the Research Group in which the student is a member). At the end of the question period, the review panel and student continue the review meeting in private. Any further questions from the panel are put to the student and then supervisors are asked to leave the room for a brief time to allow the remaining panelists to question the student alone.
6. The supervisors are then asked to return and the student (and any support person) is asked to leave while the review panel discusses the student's progress before making its recommendations and completing the online report. The PGC then invites the student (and support person) to return and the panel's decision is provided.
7. On behalf of the panel, the PGC records comments about progress and the panel's recommendation, and submits the online form to the Head of School for approval.

From January 2017, an assessment of the student's progress with CaRST activities is included in the Major Review. Students and their supervisors will therefore need to ensure that adequate planning, monitoring and recording of all CaRST activities is kept up-to-date throughout provisional candidature, and that clear plans are described for future activities.

Often, the review panel makes a recommendation that full candidature be confirmed – this indicates that the first 12 months of candidature have been successful, and that the student, their project and the supervisory arrangements are working well.

The review may alternatively result in a modification of the research plan, or if progress or commitment is judged to be unsatisfactory, the following may occur:

- (a) The student may be given a probationary period of 3-5 months in which an extended Major Review will occur. During this period, the student must complete a series of project-specific tasks to the satisfaction of a Review Panel;
- (b) The student may be required to change enrolment from PhD to a Master by Research or Master of Philosophy or other qualification; or
- (c) Candidature may be terminated.

Annual Review of Progress

With a few exceptions¹ all HDR students, including those on leave of absence, are required to complete the Annual Review of Progress each year. This is achieved using an online form; a link will be emailed to each student by AGC in late August or early September. Student and supervisors should review progress towards milestones set out in the research proposal (or subsequent completion plan); students who have enrolled from January 2017 will need also to include a review of CaRST activities completed during the review period. At an appropriate stage in the Annual Review, each student meets with their PGC to discuss progress over the review period. This meeting will be organised by the PGC – often it's scheduled to take place in early October, following the School's Postgraduate Symposium.

During the Annual Review, the student should show the Principal Supervisor all their notebooks and records from the preceding year. Completed Annual Review forms must be submitted to the AGC before **31 October** each year, unless a special extension to the due date has been approved.

The Annual Review of Progress form and guidelines are available from the AGC website (<https://www.adelaide.edu.au/graduatecentre/forms/milestones/annual-review/>).

Mid-candidature Update at the Postgraduate Symposium

In the second or third year of candidature, all HDR students are required to give a presentation at the School of Agriculture, Food and Wine Annual Postgraduate Symposium, which is usually held in late September or early October. The symposium is organised by the School Postgraduate Committee and PAWS, and is designed to feed into the Annual Review of Progress. PhD students who have given their introductory seminar within the last 12 months and those due to give their final seminar in the coming 6 months are expected to attend but not required to speak. MPhil students will be invited to present at the most convenient opportunity with respect to their candidature. Invitations to present are emailed to students (cc Principal Supervisor) in advance of the event.

¹ Students do NOT have to complete an Annual Review in 2019 if the following applies: enrolled in 2019; will submit thesis before 31 Dec 2019; withdrew from candidature or candidature lapses before 31 Oct 2019.

Pre-submission review (PSR)

Students in the Faculty of Sciences are required to complete the Pre-Submission Review at 33 months (or half-time equivalent) from the commencement of candidature in the case of a PhD and 21 months of F/T equivalent candidature in the case of a Master by Research. The PSR is the final progress milestone you will complete prior to submission of your thesis for examination. The process of the PSR is similar to the Major Review (for details see the PSR form and consult with your Postgraduate Coordinator).

The PSR form and guidelines are available from the AGC website (<https://www.adelaide.edu.au/graduatecentre/forms/milestones/pre-submission-review/>).

Thesis submission

The student should complete and lodge the *Notification of Intention to Submit* form with the AGC 3 months before the intended thesis submission date. The AGC will then ask the Principal Supervisor to nominate examiners in accord with the instructions in the form. The supervisors and students may discuss a pool of potential examiners but the student will not know who has been invited to examine their thesis. The examiners **must be able to remain anonymous** should they tick that option on the thesis examination report.

Assistance and Support for Students and Supervisors

Administrative support

Postgraduate Coordinators (PGC)

The Research Student Handbook contains information about the roles of the postgraduate coordinator (please see <https://www.adelaide.edu.au/graduatecentre/handbook/11-appendices/02.html>).

The School's Postgraduate Committee assigns each new student to one of the School's postgraduate coordinators. Each student is assigned to the PGC most appropriate to their research area (see below). The PGC helps the student settle in and explains the structured program. The PGC will sign the form for completion of the CCSP, conduct the Annual Review of Progress, convene the Major Review and provide advice in the case of conflict with supervisors. If urgent advice or a signature is needed and the designated PGC cannot be found, please contact one of the other PGCs or the DHoS (Learning and Teaching) for assistance.

Coordinator	Responsibility	Phone ext 831-	Email and location
A/Prof. Ken Chalmers	Plant Breeding and Genetics, Molecular Biology	36821	ken.chalmers@adelaide.edu.au Rm 1-22, Plant Genomics Centre
A/Prof Matthew Denton	Farming Systems, Soil Science	31098	matthew.denton@adelaide.edu.au Rm GN09a, Waite Main Building
A/Prof. Chris Ford	Students supervised by other PGCs	31532	christopher.ford@adelaide.edu.au Room 108, School Office (Bldg 20)
A/Prof. David Jeffery	Wine Science, Plant Physiology, Viticulture and Horticulture	36649	david.jeffery@adelaide.edu.au Rm 4.40, Wine Innovation Central Building
Dr Jo Zhou	Food and Nutrition Science; Soil Science	32065	jo.zhou@adelaide.edu.au Rm GN06, Waite Main Building
Mr David Hart	Senior Academic Support Officer	31807	david.hart@adelaide.edu.au Rm 101, School Office (Building 20)

The PGCs are members of the School's Postgraduate Committee, with the Senior Academic Support Officer, David Hart, as Executive Officer. The Committee also includes HDR student representation.

School Contacts

Some of the School staff and other staff you may need to contact are listed below; detailed lists can be found at:

<https://www.adelaide.edu.au/directory/org/School%20of%20Agriculture%2C%20Food%20and%20Wine.html>

Name	Position	Ph ext 831-	Office/Building location
Prof. Martin Cole	Head of School	36713	Room 108, School Office (Bldg 20)
Prof. Eileen Scott	Deputy Head of School, Deputy Dean (Gender Equity and Diversity), Faculty of Sciences	37266	Rm N106, Waite Main
Prof. Tim Cavagnaro	DHoS (Learning & Teaching)	37245	Rm GN 12 Waite Main
Prof. Matt Gilliam	DHoS (Research)	38145	Rm 224 Plant Research Centre
Prof. Jason Able	Head of Department of Agricultural Science	37237	Rm GN06, Waite Main
Prof. Vladimir Jiranek	Head of Department of Wine and Food Science	36651	Rm 3.29, Wine Innovation Central
Prof. Rachel Burton	Head of Department of Plant Science	36663	Rm 2.30, Plant Research Centre
A/Prof. Ron Smernik	Writing Group Coordinator	37436	Rm 304, Prescott
Mr Stuart Matthews	School Manager	37455	Rm 108, School Office (Bldg 20)
Ms Lisa Dansie	Administration Officer	38149	GN 02, Waite Main
Mr David Hart	Senior Academic Support Officer	31807	Rm 101, School Office
Ms Karen Chance	School Executive Officer	36713	Rm 108, School Office (Bldg 20)
Mr Alan McLennan	Technical Services Manager	37275	Rm 42, School Office
Ms Nicola Featherstone	OH&S Support Officer	30856	Rm 41, School Office
Mr Joern Nevermann	Technical Services Officer	37240	Rm 38, School Office
Mr Jeff Borgas	Technical Services Officer	31549	Rm 38, School Office
Ms Aileen Yeo	Senior Finance Officer	31161	Rm 106, School Office
Rotating Faculty Staff	Receiving Officer	30709	Level 1, Wine Innovation Central
Ms Keryn Lapidge	Waite Science Communicator	37073	School Office, Building 20
Ms Carolyn Mitchell	Executive Officer, Waite Research Institute	34184	School Office, Building 20
Security	Waite Campus	37200	Security Office, Gate 1
AGC	Front desk - also see web: http://www.adelaide.edu.au/graduatecentre/about/contact/	35882	Level 2, Schultz Building, North Terrace Campus.
IT Support	Coordinated by telephone	33000	North Terrace campus

Postgraduate Representatives and Student Association



Postgraduate Association for Waite Students (PAWS)

Who are we?

We are a group of enthusiastic students that promotes social events and professional development workshops and activities for postgraduate research students in the School of Agriculture, Food and Wine. PAWS include people from a diverse range of disciplines, countries and cultures.

What is our aim?

The aim of PAWS is to make life at the Waite campus enjoyable and enriching for all postgraduate research students.

What do we do?

We organize a wide range of social events, from BBQs to morning teas to movie night and pizza. At these events, students can expand their social network, with plenty of opportunities to talk about research success stories, difficulties and milestones. The more people you know, the easier it is! We also provide relevant and interesting professional development events, such as writing courses and the annual postgraduate symposium. Look out for the next PAWS event posted in the School Bulletin!

PAWS Committee members



PAWS: Get involved/ stay updated

To stay updated with PAWS events, you can follow them on Facebook (AUUPAWS) or on Twitter (@__PAWS). All PAWS events will be sent to the hdr mailing list. If you are interested in joining the committee, please e-mail paws@clubs.auu.org.au. Meetings are held once a month in the Waite hub.



PAWS



Postgraduate Association for Waite Students

Run by Postgrads, for Postgrads

- Get to know the other students on campus
- Professional research and writing workshops
- Movie nights, Games, Sports, BBQs and more!
- FREE FOOD – all diets catered for
- Annual AFW Postgraduate Symposium



Follow us to keep up to date with events:



<https://www.facebook.com/groups/AUUPAWS/>



@_PAWS



paws@clubs.auu.org.au

AND chat with fellow postgrads with our BRAND NEW:
Use your **@Adelaide.edu.au** email to join at **pawswaite.slack.com**



slack

The Adelaide Graduate Centre (AGC)

The AGC deals with enrolments, candidature admission, scholarships, research education development programs and examination for all HDR students. Please see:

<http://www.adelaide.edu.au/graduatecentre/>

and AGC-contacts <https://www.adelaide.edu.au/graduatecentre/contact/>

The AGC e-newsletter is usually published monthly and accessed via the web; back issues are available from: <http://www.adelaide.edu.au/graduatecentre/news/> .

Other Student Support Services

Adelaide University Union (AUU)

All HDR students are entitled to assistance from the AUU. Information about the services they offer is available from: <http://auu.org.au/>

Chaplain to Waite Campus

Rev Peter Miller, Chaplain, is not usually on Waite Campus but can be contacted at any time at peter.miller@sa.lca.org.au or by phone at 0409 725 573 (mobile).

Student Life Counselling Support

Free and confidential Counselling Support is available to all students of the University. Where possible Counselling Support will facilitate providing support to Waite students at Waite campus. The process for accessing counselling is to contact the service via phone or by submitting an online request via the Counselling Support website. Counselling will discuss what options are available and book an assessment interview to consider what ongoing support may be needed and where this can best be found. Please note Counselling now have out of hours crisis phone support operating week nights from 5pm until 9am and 24 hours a day on weekends and public holidays .

- <https://www.adelaide.edu.au/counselling/>
- Ground floor, Horace Lamb Building, North Tce campus, Ext 35663.
- Email: counselling.centre@adelaide.edu.au

Student Care

Education and Welfare Officers

- Provide a broad-based service and act as the first point of contact for counselling, referral and advocacy in relation to students with a wide range of needs or problems.
- Provide assistance if you feel that you are being harassed, treated unfairly or discriminated against.
- Ground floor, Lady Symon Building, North Tce campus, Ext 35430.
- Email: studentcare@adelaide.edu.au.

Ask Adelaide

- Provides non-academic support to all students, including assistance with fees, graduations and other services.
- Hub Central North Tce campus, Ext 35208.

International Student Centre

- Provides non-academic support to international students, including assistance with visas, health insurance and accommodation.
- Ground floor, Old Classic Wing, North Tce campus, Ext 34828.

General Information: Support for HDR Research Activities

Work-space

The Principal Supervisor will allocate a desk and laboratory space to each new student, if required, as part of the local induction.

Communication: Computers, Email and the Internet

The preferred means of communication for most notices and general information in the University and the School is by email to your University email address. A student's email account is usually activated automatically after enrolment. Students should be on various University and School email lists, depending on their area of research. Those who prefer to use an email address outside the University (e.g. SARDI) need to arrange to have University emails forwarded automatically (this can be done via Webmail). It is everyone's responsibility to check their email regularly and to manage their email account(s) so they do not miss important information.

To keep up to date with activities in the School and other events, everyone should read the Agriculture, Food and Wine School Bulletin and subscribe to the weekly updates at <http://www.thewaite.org/>. At enrolment, the supervisor should arrange with Karen Chance for the student's email address to be added to the distribution list for the School Bulletin. Students should notify their supervisor or Karen if they do NOT receive the Bulletin at least once a month and should also make sure that they are on the PAWS mailing list.

The School requires that HDR students who are full-time be provided with a computer. For students who receive operating funds from sources other than the School, this will normally be funded by the Principal Supervisor from research funds. Students fully supported by the School will be provided with a computer paid for from the student's operating budget. In addition, various computer suites are available and accessible via normal log-in and password. The Principal Supervisor should liaise with the student and the School Manager about computer requirements. Information Technology & Digital Services (ITDS) will facilitate access.

In the event of technical difficulties with computers, contact the ITDS Service Desk (Ext 33000); you will be given an "incident number", which you should retain until the matter is resolved. The ITDS Service Desk will liaise with ITDS personnel on Waite Campus to help if required.

The University internet use policy is available at: <http://www.adelaide.edu.au/policies/2783>

Everyone should become familiar with the School's intranet page, which contains links to the School's emergency procedures, safety information, IT-support, information for HDR students, School policies and general administration <https://sciences.adelaide.edu.au/agriculture-food-wine/>

Postgraduate noticeboards in some areas display notices of upcoming seminars, meetings, discussions and social events.

Mail and Phone Services

All incoming post is distributed to pigeonholes in the Waite Main Building or forwarded to other buildings or organisations. Supervisors or your PGC can explain the mail system and arrange a pigeonhole label for you if necessary. Check your mailbox regularly. To send mail internally (that is, to people in other buildings or institutions on campus, or other campuses), use a yellow internal mail envelope. To send mail externally, ensure the envelope is stamped or use a University envelope (if University business) and then place in an outgoing mailbox/mailbag.

Please add your contact details to the University of Adelaide telephone directory by going to <http://www.adelaide.edu.au/phonebook/amendments.html>, entering the information requested and submitting the form electronically.

All University phone numbers have the prefix 831 followed by the extension number (e.g. 831 XXXXX). Calls within the University require just the 5-digit extension number. To place a call to a number outside the University, dial 0 then the full number. Calls to other regions or states and international calls are allowed in certain circumstances and should be discussed with the local supervisor. Private usage is discouraged and is expected to be minimal.

Photocopying

Photocopiers are available for use by HDR students in:

- Waite Main Building – GN03 and N102
- Plant Genomics Centre
- Plant Research Centre
- Wine Innovation Central Building
- Prescott Building, level 3
- Davies Building

Most copiers can scan and convert documents to pdf format. Library photocopiers are also available and you should consult the library staff to determine how charges are applied. Scanning from the library photocopiers is free.

Meeting Rooms and Tea Facilities

Most research areas and/or buildings have a dedicated meeting room that can be used for meetings with supervisors, seminar practices and presentations.. Supervisors or PGCs can explain any booking procedures for specific rooms

The Ad Hoc Room Booking Systems access is:

<https://splus.adelaide.edu.au/Scientia/Portal/Main.aspx>. User instruction details can be viewed using the **Help** button on the Web Room Booking Form. The direct link is https://splus.adelaide.edu.au/WRB2019/wrb_bookings.pdf

Eating or drinking in laboratories is not permitted. Please use the tea rooms, which also have refrigerators for storing food and drinks. Supervisors can advise about arrangements in their area. The parenting room (ground floor, Waite main building) is available for the care of babies and very young children, and is equipped with a change table, fridge and sofa.

Cars, Parking Permits and Campus Parking Rules

Parking on the Waite and Roseworthy Campuses is not regulated by parking permits. However, you will be fined if you park outside designated parking spaces. On both campuses there are “Authorised vehicles only” spaces located close to various buildings; these spaces are reserved for vehicles managed by the University or co-located organisations.

If visiting the North Terrace Campus you will need a parking permit. Some of the School cars are fitted with North Terrace parking permits; for other cars, permits are available from the School Office, the Plant Genomics Centre, Plant Research Centre and Wine Innovation Central. These permits **MUST** be reserved through the online booking system for parking permits (and vehicles): <http://uafleet.lingosystems.net.au/SignIn.aspx>. When you collect your permit, display it on the dashboard of the car while parked at North Terrace, and then return it

on time to avoid inconvenience to the next user. N.B. None of these permits allows you to park in the “blue spaces” in the underground car park at North Terrace campus – park only in spaces indicated by white lines.

School of Agriculture, Food and Wine cars and other vehicles are for work purposes only. To be able to drive a University car you must complete the form called: “**Application to Drive School Vehicles**” <https://sciences.adelaide.edu.au/agriculture-food-wine/system/files/docs/afw-school-vehicles-guidelines.pdf>

Use the online booking system to reserve a vehicle:

<http://uafleet.lingosystems.net.au/SignIn.aspx>. Keys and log books for each vehicle are located in various buildings across the Waite campus. Be sure to fill in the log book appropriately with the odometer reading (kilometres) at the start and end of the journey, total kilometres of journey, purpose of journey, the driver’s name, and the project code for payment. It is important to use these cars responsibly and be considerate of other users; return them on time, **clean** and in good condition, with **at least one-quarter tank of fuel**, and return the keys to the appropriate office.

Petrol cards are supplied with each vehicle. Cards are accepted at most service stations but **do check before filling the car**. When paying, give the attendant the current odometer reading.

Purchasing Procedures

The School of Agriculture, Food and Wine provides basic stationery (pens, notebooks, etc.) free of charge. Stationery cupboards are located in Rm GN02, Waite Main Building, Rm 183, Plant Research Centre, reception desk, Level 4, Wine Innovation Central Building, and 123e Davies Building. Please take only what you require.

Other items can be purchased using the University’s online purchasing system called ePro. Supervisors will explain this during the local induction. Placing an order requires your University log-in and password as well as an 8 digit Project Code. Use the Comments box on the order form to record your office location (building, floor, room) and telephone number, and be sure to specify that delivery should occur to the “WIC Building Receiving Bay”. Contact the Receiving Officer on 30709 for further information or email receiving.sciences@adelaide.edu.au

Petty Cash

Petty cash is processed by the following ways:

1. eProcurement.
2. Claim reimbursement after purchasing with cash or corporate card.

Process details can be found at: <http://www.adelaide.edu.au/finance/how-to-guides/> .

If unsure, please consult Aileen Yeo (aileen.yeo@adelaide.edu.au, @31161) in the School office BEFORE proceeding.

Student Card and After-hours Access

Student cards can be collected from Card Services at the North Terrace - take along a copy of your enrolment verification. The card needs to be validated each year. Students can download evidence to confirm their enrolment from Access Adelaide.

After-hours access to University buildings can be arranged using the online form at: https://onlinerequests.adelaide.edu.au/submit/building_access. For access to the Plant Research Centre contact Chris Parsons (SARDI reception). After-hours access to the Computer Suites in the Charles Hawker Building should be automatic but if you have any problems with access, see Yatong Cao. It will take 2-3 days for your student card to be activated for use in the card readers attached to the doors.

If you have any security concerns, ring the Waite Campus Security first (8313 7200). The Waite Security staff members wear blue uniforms, and they patrol all buildings after hours. Introduce yourself and get to know them – they are very friendly and helpful.

Safety Information

The School of Agriculture, Food and Wine is obliged to follow University policies and procedures on Occupational Health, Safety and Wellbeing. Please know and understand the OH&S procedures for your immediate work area (laboratory or field), building and campus.

All laboratories have a safety booklet near the phone outlining what to do in an emergency, and there are laminated notices with details of emergency evacuation procedures and names of fire wardens and first aid officers at strategic points in the corridors. Make sure you become familiar with all emergency procedures and meet your local Fire Warden, your Health and Safety Officers and Representatives, including those who are qualified in First Aid.

The poster on the following page details the reporting procedures for:

- Infrastructure/IT problems
- Research technical Issues
- Hazards/near misses



THE UNIVERSITY
of ADELAIDE

FACULTY OF SCIENCES

HOW TO REPORT:



Research/Technical Equipment and Facility Issues

Equipment (e.g. centrifuges); Facilities (e.g. coldrooms, CTR's)

North Terrace | NT_support@adelaide.edu.au

Roseworthy | RW_support@adelaide.edu.au

Waite | AFW_support@adelaide.edu.au



Please tag damaged equipment. Out of service tags are available in stationery stores or School offices



Building and Essential Service Issues

Infrastructure

Building maintenance; electricity; gas; water; plumbing

<https://archibus.adelaide.edu.au>

IT Support

Information Technology and Digital Services

servicedesk@adelaide.edu.au



Hazards and Incidents

Have you seen something unsafe?

Have you or someone else been injured?

REPORT IT immediately using the EHS 360 app
or via the URL below:

<https://unisafe.adelaide.edu.au>



Download the EHS 360 app from the App Store/Google Play and use the QR code to link to the server

Still having trouble? Report the issue to the Faculty of Sciences Service Hub.

<https://sciences.adelaide.edu.au/intranet>

faculty.sciences@adelaide.edu.au

General Information: The Academic Side of Research

Research Groups

Each student belongs to at least one Research Group in the School of Agriculture, Food and Wine. Most Research Groups and laboratory groups have regular meetings to consider matters relevant to the functioning of that group and to learn about one others' research projects, to review journal articles or to broaden knowledge of the field. Each student is expected to participate in these group meetings and to present their Introductory Seminar, Major Review Seminar, and Final Seminar to this forum.

Various other meetings (such as those of professional societies) may be of benefit. These are usually advertised via the School Bulletin, email or noticeboards. If you have a particular interest, ask your Supervisor about meetings that may be beneficial.

Seminars

Some Research Groups hold weekly or fortnightly seminars. The School Seminar Series comprises a number of named seminars to honour distinguished scientists associated with the School. As noted above, Introductory, Major Review and Final HDR Seminars are presented to the appropriate Research Groups. Students and supervisors should notify their Group Convenor well in advance so that these presentations can be scheduled.

Notification of seminars is generally via the School Bulletin and and via <http://www.thewaite.org/>. Details are also sometimes posted on noticeboards in various buildings. Students located within other organisations (e.g. SARDI, AWRI or CSIRO) are expected to also attend their locally organised seminars. Staff and students are expected to attend all relevant seminars, as they are an important part of on-going research education. Inevitably, the focus of each student's efforts becomes increasingly directed towards their own research project and thus it is important to remain aware of the wide range of techniques and problem-solving approaches being developed and used elsewhere. Seminars on seemingly unrelated topics can often provide inspiration and ideas for your own project. Also, attendance provides support to others. Students are expected to develop the confidence to ask questions of their peers in these seminars. Students should record attendance in their log book and take it to the Annual Review of Progress meeting as proof of participation throughout the past year.

Annual Postgraduate Symposium

The School of Agriculture, Food and Wine Annual Postgraduate Symposium, generally held in late September or early October, is run as a conference and provides a forum for students to report progress in their research. Participation contributes towards CaRST activities. Prizes are awarded for the best presentations in several categories. All students and staff are expected to attend regardless of whether or not they are presenting.

Record Keeping and Intellectual Property

Students are expected to maintain a laboratory notebook according to the standards used in their Principal Supervisor's laboratory, and to lodge their records with their Principal Supervisor at least once per year (see Research Proposal Template and Data Management Plan). While the accurate maintenance of records is extremely important for writing the thesis and publications, it is also important in cases where Intellectual Property (IP) is generated or even likely to be generated. If commercially viable IP may result from the research, the student may need to sign a confidentiality agreement (usually because of industry funding). The Principal Supervisor should discuss this with the student during induction. In terms of record keeping, supervisor/s may expect students to maintain records of expenditure (and accounts) in the

laboratory and we recommend that students keep a database or similar of the literature references they read or copy. EndNote software is widely used for this. The CCSP form now requires that students prepare an online Data Management plan that covers the management of data during the candidature: <https://www.adelaide.edu.au/technology/research/research-data/research-data-planner>.

Library

Your staff or student card is also your library card. All HDR students may borrow up to 20 books at a time for up to 4 weeks. Bound copies of journals may be borrowed for a 24-hour period. You also have access to electronic journals and databases through the library homepage: <http://www.adelaide.edu.au/library/>

Libraries are located on North Terrace (Barr Smith Library), Waite (Woolhouse Library) and Roseworthy campuses. Angela Mills is the specialist librarian at Waite Campus. Items can be borrowed at no cost from the Barr Smith and Roseworthy libraries via the document delivery service; documents can also be obtained from other libraries although this may incur a fee.

Research Facilities

Depending on the nature of the research project, students may use research facilities associated with the School of Agriculture, Food and Wine, such as the winery, the orchard, the vineyards and/or the Farm. The School has various plant growth rooms, greenhouses and animal houses, which may be booked for experiments. Students should discuss requirements with their supervisor and be aware that charges may apply.

Ethics Clearance

All University of Adelaide students and supervisors must ensure that they identify and adhere to all relevant legislative and compliance requirements of the University and also of regulatory and advisory bodies in relation to their research. They must obtain the necessary clearances prior to commencing their research. The Office of Research Ethics, Compliance and Integrity (ORECI) (located in Research Branch, Level 7, Wyatt House, 115 Grenfell Street, Adelaide) provides resources, advice and assistance regarding research ethics, compliance and integrity obligations. Their web address is: <https://www.adelaide.edu.au/research-services/oreci/>
If your research involves working with animals, quarantine materials, gene technology, genetically modified organisms or research with or about people or their data or tissues, you must ensure the necessary approvals are in place before commencing the research (this includes before importing or obtaining organisms, materials or samples); details must be recorded on the CCSP form.

While the supervisor will apply for ethics approval, the student may assist in preparing the application. Further details are given in the Research Student Handbook; all the relevant forms and introductory information are available from the website listed above.

The University has made provision for students who have a conscientious objection to using animals in teaching & assessment. A student who is expected to use animals in research & has concerns should discuss this with their Principal Supervisor & Deputy Head of School.

Travel and Field Trip Procedures

Before embarking on travel associated with research (e.g. conference or field trip) you must complete a "Notification to Travel" Form, which includes an assessment of the trip and provides us with emergency contact details. This form is available at:

<http://www.adelaide.edu.au/finance/docs/forms/studforms/notification-to-travel-form.pdf>
or in the office of the Technical Services Manager and must be lodged with Nicola Featherstone.

Travel to an International Conference

Students who receive all or a portion of their operating funds from the School (please see Research Project Support, page 18 for details) are eligible to apply to use up to \$1,500 of unspent funding to attend one international conference during candidature. To access these funds, a student must submit an application <https://sciences.adelaide.edu.au/agriculture-food-wine/study-with-us/research-students#hdr-useful-links> signed by their supervisor, at least 3 months before the conference. Applications are reviewed by the Postgraduate Committee (via the Senior Academic Support Officer) for approval. The application is to be accompanied by a one-page letter outlining how attendance at the conference will benefit the student's research career. Students also need to complete a "Notification to Travel" Form: <http://www.adelaide.edu.au/finance/docs/forms/studforms/notification-to-travel-form.pdf>, have it approved by supervisor, and note on it whether they have applied to use AFW operating funds.

PhD Thesis by Publications or Combination Format

Students can submit their thesis by conventional means, whereby the thesis comprises a series of chapters. Where the project and circumstances allow, we encourage students to submit their thesis "by publication" or in the "combined conventional and publication" format. Full details of the university's definitions for thesis format may be found here: <http://www.adelaide.edu.au/graduatecentre/handbook/07-thesis/>. Students and supervisors should discuss this early in candidature.

A thesis by publications or in the form of draft publications allows a student to develop their publication record and may help to secure employment after graduation. The peer review process can also be a valuable tool to assess the quality of the writing.

The Program Rules for the PhD (section 8.4 ii) state that the number and length of scholarly works included in a portfolio of publications shall be determined by Faculties in consultation with specific Disciplines. The School of Agriculture, Food and Wine Postgraduate Committee recommends that the PhD be a significant body of work in accordance with section 8.4 of the Rules for the PhD and which may be encapsulated in at least three papers published, or submitted for examination in the form of manuscripts, in peer-reviewed scientific journals indexed on the Scopus or Web of Science journal databases. Selection of appropriate journals is guided by the supervisors and assessed by the examiners.

Paid Work

It is recommended that full-time candidates, with approval from their supervisor, limit work/activity unrelated to their research project to eight hours per week during normal office hours (Monday to Friday 9am to 5pm), and for Overseas students, any work undertaken must be consistent with the conditions of their student visa

Educational Programs

CaRST Resources

Workshops and online resources for researcher education and development are available through the AGC (please see <http://www.adelaide.edu.au/carst/workshops-and-events/> for a complete list of available activities).

Support for writing in the School of Agriculture, Food and Wine

Monthly workshops on writing papers will be offered by Dr Ron Smernik, assisted by Dr Margaret Cargill (see also Appendix 4). Also, Dr Cargill will offer one half-day workshop on writing a thesis literature review and one half-day workshop on thesis writing, as well as two other workshops on topics to be decided. In addition, Dr Cargill can provide assistance to individual students on a fee-for-service basis. Details of these workshops and related activities will be provided at the School Candidature Management Workshop.

Statistical Analysis

Students should discuss the statistical requirements of their project with their supervisor/s in the first instance; it is expected that students will have a basic level of statistical skills. Dr Olena Kravchuk is the School's Senior Lecturer in Applied Statistics, and the Convenor of the Biometry Group. Students and supervisor(s) should contact her to seek advice on advanced statistical procedures to ensure that experiments are planned and data collected in such a way to facilitate the most powerful analysis. This should be discussed with your supervisor and noted in your CaRST development plan. In general, we expect each student to understand the basis of the statistical analyses they employ, as we do for any scientific method used.

Supplementary Work/Directed Studies

International Career and Research Skills Training (iCaRST)

International Career and Research Skills Training (iCaRST) Program is a tailored introduction to the CaRST program for international research students. iCaRST will enhance your understanding of the academic, linguistic and cultural conventions of Higher Degree by Research studies at the University of Adelaide.

iCaRST is designed to help students achieve a successful research proposal submission by developing their research communication skills, including training in research design, presentation and writing. The iCaRST supports you through to completion of the first major progress milestone of your HDR program. The iCaRST program will also assist you to adjust more quickly to living and studying in Adelaide by providing you with the opportunity to develop a supportive peer group early in your candidature.

The iCaRST program is tailored to your individual needs, is part-time, and made up of seminars and lectures delivered over 12 weeks. The program also includes individual consultations and is undertaken in the first 6 months of candidature.

For further information see: <https://www.adelaide.edu.au/icarst/home>

Supplemented Undergraduate Subjects

A student may be required to undertake advanced-level coursework to develop their knowledge in a subject area/s directly related and necessary to complete their research project. The work to be undertaken will be decided by the Dean of Graduate Studies prior to the offer of a place as a postgraduate student, or by the supervisor/s and the PGC in consultation with the student. The course work will be formally assessed using methods agreed by the supervisor/s, and the relevant subject coordinator, in consultation with the student.

Special Courses

As part of the Structured Program a student may be required to attend special courses offered by the University or by outside organisations. These may include courses in electron microscopy, computer software, or molecular biological techniques.

Appendices

Appendix 1: School of Agriculture, Food and Wine Induction Checklist – 2 pages

Complete this and submit as an attachment to the CCSP	
Student name:	
Thesis topic:	
Date of enrolment:	
Introductory seminar date:	
Draft research proposal due date:	
CCSP due date:	
Principal Supervisor's name:	
Co-supervisor(s)' name(s):	
Independent advisor's name:	
Supervisor/s checklist:	
<input type="checkbox"/> Organise first meeting of supervisors and new student	
<input type="checkbox"/> Introduce student to Postgraduate Coordinator and Research Group Convenor	
<input type="checkbox"/> Student and supervisors choose an Independent Advisor and notify the Postgraduate Coordinator	
<input type="checkbox"/> Ensure relevant paperwork is completed	
<input type="checkbox"/> Project planning including CaRST activities	
<input type="checkbox"/> Discuss relationship between student and supervisor, establish mutual expectations	
<input type="checkbox"/> Discuss research proposal, including literature review (scope, provide examples)	
<input type="checkbox"/> Discuss laboratory practice, record keeping/lab books/research ethics	
<input type="checkbox"/> Introduce student to lab group and Research Group and explain expectations for participation	
<input type="checkbox"/> Allocate work-space	
<input type="checkbox"/> Tour of facilities (research group, School and campus, including library)	
<input type="checkbox"/> Email/computing facilities/internet use/telephone/facsimile/Australia Post mail	
<input type="checkbox"/> Photocopying, card for library copier	
<input type="checkbox"/> Add student's name to distribution list for School Bulletin (via Karen Chance)	
<input type="checkbox"/> Discuss purchasing procedures and petty cash	
<input type="checkbox"/> Visit cafeteria and teaching unit (for location of lectures, if appropriate)	
<input type="checkbox"/> Check that student is aware of the International Student Advisor (TBA), if appropriate	
Date: _____	
Supervisor's signature: _____	
Student's signature: _____	
School of Agriculture, Food and Wine Candidature Management Workshop attendance:	
Date: _____	
DHoS (Learning & Teaching) signature: _____	
Student's signature: _____	

School Management checklist:

- Confirm funding arrangements with School Manager

Date: _____

SASO's signature: _____

Student's signature: _____

Safety Inductions

- Online University OH&S Induction (**within 3 Months of commencement**)
- School of Agriculture, Food & Wine OH&S Induction (**within 1 month of commencement**)
- Local Induction – for each lab (before commencing work in any laboratory or other research facility)

Date: _____

Student's signature: _____

For further information about the safety inductions, contact the Technical Services Office.

Appendix 2: Template for invitation to Independent Advisor

This document is available as a Word file on the School's website and should be modified as required: <https://sciences.adelaide.edu.au/agriculture-food-wine/study-with-us/research-students#hdr-administrative-procedures>

From Principal Supervisor of student to the prospective independent advisor

Dear Dr /Professor, etc [Independent Advisor],

The School of Agriculture, Food and Wine appoints an Independent Advisor for each of our postgraduate students; on behalf of [name of HDR candidate] and co-supervisors, I invite you to act as Independent Advisor to [name of HDR candidate] and their project. [Name of HDR candidate] began their PhD/Master by Research/Master of Philosophy in [Month, year], and their research will be in the area of [insert a sentence or two to describe the research topic].

The Independent Advisor is asked to:

- Comment on the content of the student's research proposal (due 4-5 months into candidature);
- Attend the introductory seminar (ca 3 months into candidature);
- Take part in the Major Review of Progress (11-12 months into candidature);
- Take part in the Thesis Preparation Review (ca 30 months into candidature).

In particular, we ask the Independent Advisor to focus on the science and feasibility within timeframe of the proposed research. The Independent Advisor maintains contact with the student throughout candidature to provide advice and a sounding board for ideas and so will be in a strong position to offer independent assessment of the student's progress. Although there are four requirements listed above, these are not intended to be onerous tasks.

If you would like more information about this role before accepting this invitation, please contact Dr [name & contact details of Postgraduate Coordinator] or A/Prof. Chris Ford, Interim Head of School, School of Agriculture, Food and Wine (telephone 08 8313 7386 or email christopher.ford@adelaide.edu.au).

Yours sincerely,

Appendix 3: Introductory Seminar Feedback Form

School of Agriculture, Food and Wine

Core Component of the Structured Program: Introductory Seminar

Please provide comments and an assessment of the student's presentation. Some indicators are given under the various headings. Your assistance is very much appreciated.

Speaker: _____

Topic: _____

Date: _____

Assessor: _____

COMPONENT

ASSESSMENT

INTRODUCTION:

Nature of project; context; problem definition.
Clear statement of project aims and objectives
Excellent

Poor

1	2	3	4	5
---	---	---	---	---

KNOWLEDGE OF RELEVANT LITERATURE:

Depth of understanding – citation of appropriate literature; critical understanding of existing knowledge and limitations of existing work (where appropriate).

Poor

Excellent

1	2	3	4	5
---	---	---	---	---

PROPOSED RESEARCH AND EXPERIMENTAL SCHEDULE:

Approach; relevance.
Design; methods; experimental technique.
Assumptions and limitations of proposed research; critical judgment.
Feasibility within time-frame.

Poor

Excellent

1	2	3	4	5
---	---	---	---	---

RESPONSE TO QUESTIONS:

Competence; relevance; conciseness
Confidence; manner; group involvement.
Poor

Excellent

1	2	3	4	5
---	---	---	---	---

PRESENTATION:

Effectiveness of slides;
Organisation, fluency;
Manner; confidence, voice clarity, enthusiasm, eye contact.
Use of notes and aids.

Poor

Excellent

1	2	3	4	5
---	---	---	---	---

Comments for the student to improve future presentations and the research project

PTO if necessary...

Appendix 4: Style Guide for Research Proposal and Thesis Writing

As the style used for the preparation of research proposal, theses and similar documents is partly discipline-specific, the University of Adelaide allows some latitude. In the first instance, you should refer to completed theses held in your research group.

The following points should be used as a guide:

Although the University has no single style for thesis preparation, the requirements are clearly described in the Academic Program Rules for the Degree of Doctor of Philosophy, and specifications for the thesis are available in the Research Student Handbook. See:

<https://www.adelaide.edu.au/graduatecentre/program-rules/sciences/>

The Macquarie Dictionary is the official Australian dictionary and thus should be used as the standard. Note that the first of the options given for any entry is the preferred one. Units of measurement used in Australia are those of the *International System of Units* {e.g. litre (L); gram per litre (g/L); degrees Celsius (°C)}. A copy of the publication describing the SI units is available at http://www.bipm.org/en/si/si_brochure/ .

The Harvard System of referencing is standard (brochures are available in the library and at <http://www.adelaide.edu.au/writingcentre/sites/default/files/docs/harvard-referencing-guide.pdf>).

You are also strongly advised to consult the following references:

Australian Government Publishing Service (1994) *Style manual for authors, editors and printers*. 5th edition, AGPS Press, Canberra.

Cargill M and O'Connor P (2009) *Writing scientific research articles - strategies and steps*. Wiley-Blackwell, Chichester, UK.

Lindsay, D. (1995) *A guide to scientific writing*. 2nd edition, Longman, Melbourne.

Murray, M.J. and Hay-Roe, H. (1986). *Engineered writing: a manual for scientific, technical, and business writers*. PennWell, Tulsa, Oklahoma.

Students intending to prepare their thesis in the form of publications or in the combination format should consult Cargill and O'Connor (2009), which forms the basis of the writing workshops offered in the School of Agriculture, Food and Wine.

Appendix 5: Typical activities and time-frames for HDR candidature management in the School

Candidature Management in the School of Agriculture, Food and Wine for Students Beginning in 20XX																																					
Time-frame	Year 1, month:												Year 2, month:												Year 3, month:												
Activity	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	
Interview* (pre-enrolment)																																					
Supervisor introduces student to PGC	•																																				
Supervisor adds student to AFW bulletin list	•																																				
Appoint independent advisor	•																																				
Confirm funding with school manager	•																																				
Student meets Research Group convenor	•																																				
Date for introductory seminar arranged	•																																				
Complete on-line OH&S induction	•																																				
Induction: School-level	^																																				
Induction: Supervisor-level																																					
School induction checklist submitted to PGC																																					
Induction: Graduate Centre (once)		•		•			•																														
Project planning																																					
Draft research proposal																																					
Introductory seminar (to Research Group)																																					
Proposal reviewed by independent advisor																																					
CCSP submitted to AGC																																					
Major review of progress conducted																																					
Major review of progress form to AGC																																					
Annual review of progress form to AGC																																					
Present update at postgraduate symposium																																					
Thesis preparation review																																					
Final seminar (to Research Group)																																					
Experimental work completed																																					
Notify AGC of intention to submit																																					
Submit thesis																																					

*Interview involves at least the principal supervisor, one member of School Postgraduate Committee and the prospective student

^ Shading indicates activity to be completed within this time-frame

Student presents update at School postgraduate symposium in year 3 unless giving final seminar in next 6 months

AGC = Adelaide Graduate Centre; AFW Agriculture, Food and Wine; CCSP = Core Component of Structured Program; PGC = Postgraduate Coordinator

AFW School Executive

**Dean of Waite Campus
Head of School
Prof Martin Cole**



**Deputy Head of School
(Learning & teaching)
A/Prof Timothy Cavagnaro**



**Deputy Head of School
Prof Eileen Scott**



**Deputy Head of School (Research)
Prof Matt Gilliam**



Heads of Department

**Head of Department of Agricultural Sciences
Prof Jason Able**



**Head of Department of Plant Science
Prof Rachel Burton**



**Head of Department of Wine and Food
Prof Vlad Jiranek**



Postgraduate Coordinators

Prof Ken Chalmers



A/Prof Chris Ford



A/Prof Matthew Denton



Dr Jo Zhou



A/Prof David Jeffery



Other support staff in the School Office

**School Manager
Mr Stuart Matthews**



**Technical Services Officer
Mr Joern Nevermann**



**School Executive Officer
Ms Karen Chance**



**Senior Academic Support Officer
Mr David Hart**



**Technical Services Manager
Alan McLennan**



**Admin Support
Ms Lisa Dansie**



**S&W Support Officer
Ms Nicola Featherstone**



**Receiving Officer (WIC)
Rotating Sciences Staff**