Contents

Introduction 1

The School of Biomedical Sciences (SOBS) 1

MBio Graduate School 1

  Mission 1
  Website 1
  Contacts 1
  Committees 1

Higher Degree by Research (HDR) Student Coordinators 2

Getting started – research training 2

Postgraduate induction sessions 2

Occupational health and safety 2

  Induction courses 2
  Policies, forms and contacts 3

Research involving Genetically Modified Organisms (GMOs) 3

Ethics 3

  Animal ethics approval 3
  Training 3
  Human ethics approval 3

Candidate information 3

Student and supervisor responsibilities 3

Duration of candidature 4

  Probation 4

Attendance 4

Annual leave 4

Sick leave 4

Intermission and maternity leave 4

Employment 4

Progress reporting 4

  Confirmation of candidature 5
  Mid-candidature review 5
  Pre-submission seminar 5
  Annual questionnaire 5

Intellectual property 5

Authorship and publication 5

Thesis preparation 5

Scholarships 6

Grants for research students 6

Demonstrating 6
Resources and services for postgraduate students

Faculty of Medicine, Nursing and Health Sciences Research Degrees Office
IT resources
Hargrave-Andrew Library
Data management
Free statistic consulting service
Monash Research Graduate School (MRGS)
exPERT program
Monash Research Graduate Centre
Monash Postgraduate Association (MPA)
International students
Student support
Student support services
Health Wellbeing and Development (HWD)
Counselling service
Community Care Line

New to Monash?
Transport
Car parking and permits
Security at Monash
University services
ID cards
Computer accounts and passwords

Introducing my.monash
ask.monash
Monash Integrated Directory Service (MIDs)
Research Directory
Jobdesk and TSG – The School of Biomedical Sciences
Store – School of Biomedical Sciences
Mail services
Receiving mail

Phones, voicemail and faxes

Useful links

Appendix

Clayton campus map
Security bus stops for Clayton campus
Introduction

Welcome to Monash University and the School of Biomedical Sciences.

This pack will provide you with information about the main things that you may need to know during your time at the University as a higher degrees research student. All information contained within this handbook is correct at the time of printing.

An electronic copy of this handbook can be found on the MBio Graduate School website. A list of useful website addresses can be found at the end of this handbook.

The School of Biomedical Sciences (SOBS)

SOBS is one of ten schools comprising the Faculty of Medicine, Nursing and Health Sciences. There are seven departments and three technology platforms:

Departments

- Anatomy and Developmental Biology
- Biochemistry and Molecular Biology
- Microbiology
- Pharmacology
- Physiology
- Medical Imaging and Radiation Sciences
- Monash Immunology and Stem Cell Laboratories

Technology platforms

- Monash Antibody Technologies Facility
- Monash Biomedical Proteomics
- Monash Micro Imaging
- Protein Production Unit
- Australian Phenomics Network
- Macromolecular Crystallisation Facility
- Micromon

SOBS is the largest of the ten Schools within the Faculty and is located at the University’s Clayton campus. SOBS conducts a diverse range of undergraduate and graduate teaching, research and commercial activities. The research income for 2009 was $45M. SOBS employs approximately 440 staff in continuing and contract positions and 380 casual academic and general staff.

SOBS is highly active in research, with numerous grants from international and Australian sources including the National Health and Medical Research Council (NHMRC), Australian Research Council (ARC), National Institutes of Health (NIH) and other public sector funding bodies. SOBS has many different sources of income including teaching.

MBio Graduate School

The MBio Graduate School is a new initiative within the School of Biomedical Sciences in the Faculty of Medicine, Nursing and Health Sciences. The graduate school aims to provide postgraduate students with an enriched and broadened student experience and will offer tailored scientific and professional development training programs to students in order to prepare you for a range of future careers.

Mission

The mission of the MBio Graduate School is to develop a graduate program in biomedical sciences that will:

- enhance the scientific and professional development of Higher Degree by Research students in Biomedical Sciences;
- enrich and broaden the experience of postgraduate students that will better prepare the students for a range of future careers;
- provide student support, mentoring, leadership programs, access to platform technologies, workshops, social activities, and professional development; and
- showcase the research opportunities within the Biomedical Precinct that will allow for marketing and recruitment of graduate students in the Faculty.

Website

The MBio Graduate School website provides a one-stop shop for all your postgraduate needs:


Contacts

Associate Professor Sharon Ricardo
Director, MBio Graduate School
Email: sharon.ricardo@med.monash.edu.au

Dr Shae-Lee Cox
Research Fellow, MBio Graduate School
Email: shae.cox@med.monash.edu.au

Committees

The MBio Graduate School Management Committee bears overall responsibility for graduate education of doctoral and research masters students enrolled within the School of Biomedical Sciences.

The MBio Graduate School Student Committee represents the graduate students across the MBio Graduate School. The purpose of the committee is to promote communication between MBio graduate students and the MBio Graduate School and its Management Committee, and to promote academic and social interaction amongst the graduate student body.

A list of current committee members can be found at the MBio Graduate School website.
As a new Higher Degree by Research (HDR) student, you are required to attend an MBio Graduate School induction session. This will be in April. You are also encouraged to attend the Monash Research Graduate School and Monash Postgraduate Association orientation sessions also held in April each year.

If you are working in a laboratory you are required to attend the OH&S induction session (see section ‘Occupational Health and Safety’ for more details). If you are working with animals, you are required to attend the ‘Regulatory Issues, Animal Care and Use in Research and Teaching at Monash University’ (see the section ‘Ethics’ on page 3 for more details).

It is advisable that you attend all other relevant induction sessions as agreed with your supervisor.

### Postgraduate induction sessions

- MBio Graduate School induction session
- MRGS and MPA Research Orientation session
- MPA Research Postgraduate Orientation online
- Orientation for International Postgraduate Research Students

### Occupational health and safety

Monash University strives to provide a healthy and safe study environment for students. Also, each student at Monash University is responsible for ensuring that his or her own study and work practices reflect good occupational health and safety and environmental standards in order to protect their own health, safety and environment as well as the health, safety and environment of others. Please read the responsibilities of students.

### Induction courses

You are required to undertake an OH&S induction before you start working in the laboratory. Postgraduate students can undertake the online OH&S induction course. You will also be required to attend OH&S workshops: Risk Assessment, Ergonomics, General OHS, Chemical Safety*, Biosafety* (*depending upon your project).

You should also complete any specialised training that may be related to your line of work (e.g., radiation safety).
You will need to take the Monash OH&S induction course (online and workshops) if you are new to Monash University (even if you have undertaken an OH&S induction at another institution). If you are an existing Monash student and you have already undertaken the Monash OH&S induction course (online and attended workshops), you will need to make sure that you have completed all the training modules that apply to the project you will be working on during your candidature. If you are unsure please contact your departmental safety officer.

When you have completed the online OH&S induction, please print off the page that confirms you have completed it and attach this to the OH&S checklist.

You will also have to attend your local departmental and laboratory OH&S training. Please speak to your supervisor or HDR Coordinator about these training sessions.

Policies, forms and contacts
A list of OH&S policies and forms can be found on the OH&S website.

Occupational Health and Safety can be contacted on: (03) 9905 1013.

Research involving Genetically Modified Organisms (GMOs)
If you are working with GMOs, the head of your lab should have obtained approval from the Monash University Biosafety Committee. Your supervisor will train you in the handling and appropriate disposal of the relevant organisms and you may also be required to attend biosafety courses.

Ethics
Monash University requires researchers to obtain approval for any research or teaching involving human or animal experimentation. This approval can only be given by an Animal Ethics Committee (AEC) or Human Ethics Committee (HEC). The AEC or HEC must approve each application to use animals or humans, respectively, before experiments commence. It is a legal offence for an individual to proceed without this approval.

If your project involves animals you must attend the training session ‘Regulatory Issues, Animal Care and Use in Research and Teaching’.

Animal ethics approval
Generally at the beginning of your candidature, your supervisor will write the animal ethics applications for your research, or will have already obtained approval. As your candidature progresses, you may have the opportunity to be involved in writing an application. The Monash Research Office provides information and guidance on the application process.

Applications are submitted to the SOBS Animal Ethics Officer Jane McCausland.
Telephone: (03) 9902 9404
Email: sob.s.ethics@med.monash.edu.au
Location: Ground floor, building 77.

The School of Biomedical Sciences has two Animal Ethics Committees which considers applications at their monthly meetings.

Training
If your project involves the use of animals, you are required to attend a full day information session ‘Regulatory Issues, Animal Care and Use in Research and Teaching’. You will be given a certificate upon completion of this course. If you have already completed this training recently at Monash (eg during the previous year in honours) you may not need to undertake this course during your PhD (although it is strongly advised that you regularly check the Monash Research Office website for updates in legislation and guidelines).

Monash Animal Services also runs practical training courses which you may also need to attend depending upon your research project or as required by the AEC.

Human ethics approval
The Monash University Human Research Ethics Committee (MUHREC) reviews all research involving human participants at the University. Applications can be submitted at any time and will be considered at the next meeting. Information and forms can be found at the Monash Research Office website.

Candidate information
All HDR students should read and become familiar with the information provided in the Doctoral/MPhil handbook: www.mrgs.monash.edu.au/research/doctoral. This document outlines the responsibilities of you – the candidate, your supervisor, the Department, and the University. It also provides information on the preparation, presentation and submission requirements of your thesis and details the grievance procedures, fees and scholarships and the University intellectual property policies.

Student and supervisor responsibilities
The Monash University Code of practice for supervision of doctoral and research masters candidates (Chapter 5 Doctoral/MPhil handbook) identifies the reciprocal and shared responsibilities of the institution, academic units and faculties, research supervisors and candidates in ensuring the finest quality of research and research training is maintained at Monash University.
**Duration of candidature**
The minimum period of candidature is two years of full-time or four years of part-time candidature.

The maximum period of candidature is four years of full-time or eight years of part-time candidature. In exceptional circumstances where candidature has been delayed by factors outside the control of the candidate, an extension of six months full-time or 12 months part-time to the maximum period of candidature may be granted.

The normal length of candidature is considered to be three years full-time or six years part-time. It is strongly recommended that a student design a project which can be completed within three years of the commencement of candidature.

**Probation**
Candidature will be confirmed subject to the receipt of a satisfactory report of progress (confirmation of candidature) at the end of the 12-month (full-time) or 24-months (part-time) period of probationary candidature.

**Attendance**
In order to undertake full-time candidature, a candidate must be able to devote a minimum of four week days to the pursuit of the research project. In order to undertake part-time candidature, a candidate must be able to devote a minimum of two days per week (must be weekdays for lab-based projects) to the pursuit of the research project.

Throughout their candidature, all candidates must regularly attend their department, school, centre or faculty and participate fully in the intellectual, research and academic life of their academic unit. To this end, a range of orientation programs, research seminars and training workshops etc are normally organised on a regular basis. All candidates are therefore required to:

- discuss progress with the supervisor at least once every calendar month (part-time candidates) and every two weeks (full-time candidates). This contact may occur using forms of interactive communication;
- hold a minimum of two ‘in person’ meetings with the supervisor each year (for example at confirmation of candidature time and during completion of annual progress reports);
- attend the University frequently and on a regular basis; and
- attend all courses, seminars, workshops etc as are deemed necessary by the head of the academic unit. (For example, in the case of a regular seminar or lecture series, a minimum of 80 per cent attendance may be deemed adequate.)

**Annual leave**
Full-time candidates are entitled to a maximum of 20 days per annum, pro rata, and part-time candidates are entitled to a maximum of 10 days per annum, pro rata.

Candidates must negotiate annual leave with their academic unit and supervisor and annual leave entitlement cannot be accrued beyond six weeks (30 days). Candidates wishing to take further leave must access their special leave or intermission leave entitlements.

**Sick leave**
In the event of illness, candidates may take up to 10 days of sick leave each year without applying for leave from candidature. This leave is negotiated with the candidate’s academic unit and supervisor. Further information on sick leave is available in Chapter 4 of the Doctoral/MPhil handbook.

**Intermission and maternity leave**
Under special circumstances, a candidate may apply for an intermission or intermissions of candidature of up to 12 months duration in total.

Candidates may apply for up to 12 months maternity leave over the period of their candidature.

More information on intermission and maternity leave can be found in Chapter 4 of the Doctoral/MPhil handbook.

**Employment**
Full-time candidates are permitted, with the approval of their main supervisor, to undertake a strictly limited amount of paid employment throughout the year, being no more than 15 hours of work per week on average. Up to a maximum of six hours only on average of this employment may be undertaken during normal working hours (9 am to 5 pm, Mondays to Fridays). However, this may be extended to a maximum of eight hours if the employment is limited to one weekday.

The candidate’s supervisor(s) must be satisfied that any part-time work undertaken does not interfere with the candidate’s study program and progress.

International students need to be aware that the employment restrictions outlined above apply even though a student visa permits students to work up to 20 hours a week.

These conditions also apply to full-time and part-time Australian Postgraduate Award (APA)/Monash Graduate Scholarship (MGS) awardees.

**Progress reporting**
All new candidates commencing from 1 January 2010 are subject to the new milestone requirement below. These are outlined in full in Chapter 3 of the Doctoral/MPhil handbook.

Please also consult with your supervisor and departmental HDR Coordinator for additional departmental requirements.
Confirmation of candidature
Please note that this is a code of minimum practice as outlined in the Doctoral/MPhil handbook. Departments and faculties may have additional requirements (eg submission of one or more thesis chapters as part of the upgrade or confirmation process).

After 10 months of candidature (full-time equivalent), you will receive notification of commencement of the confirmation process from Monash Research Graduate School. All students will be given 10 weeks to complete the requirements for confirmation of candidature.

The confirmation process involves the following:
1. Oral presentation;
2. Written submission;
3. Discussion of progress with the review panel and review panel report;
4. Completion of Confirmation of Candidature form; and
5. The Confirmation of Candidature form can be found on the research forms webpage.

Please note that you will be asked to list the conferences and seminars that you have attended since the commencement of your candidature. Please ensure that you keep a record of these events.

Mid-candidature review
The mid-candidature presentation and review must take place between 21 and 27 months of full-time equivalent candidature following commencement of candidature.

The candidate is required to make an oral presentation at either a departmental seminar and/or a viva voce at which the members of the review panel must be in attendance. The oral presentation must explore at least one aspect of research undertaken to date and note anticipated future directions of the research program.

The candidate is also required to submit the following to the review panel prior to the oral presentation:
- an accompanying written paper which demonstrates progress by the candidate since confirmation of candidature (eg a published journal or conference paper, a draft thesis chapter); and
- a progress report (minimum of 1000 words).

Pre-submission seminar
The pre-submission seminar should take place no more than six months prior to final submission of the thesis. The candidate is required to present a public seminar to a critical audience which includes a designated review panel; and to submit a 300 word thesis summary and chapter outline to the review panel prior to the seminar.

Annual questionnaire
All doctoral and MPhil candidates are required to complete an annual questionnaire in order to review the conditions of their candidature. Candidates must complete an annual questionnaire in order to re-enrol for the next year of candidature in their research program.

Intellectual property
Candidates and their supervisors are required to sign an intellectual property form at the time of first enrolment. Regular intellectual property seminars are run by Monash Research Graduate School to assist students and their supervisors with these matters. The university’s Intellectual Property regulations for doctoral students are outlined in Chapter 6 (‘Intellectual property’) of the Doctoral/MPhil handbook.

Authorship and publication
The University's regulations on authorship and publication are outlined in Chapter 6 (‘Intellectual property’) of the Doctoral/MPhil handbook.

Thesis preparation
There are two standard modes of submission for doctoral and MPhil theses:
- standard thesis; and
- thesis by publication.

Chapter 7 of the Doctoral/MPhil handbook contains detailed information on the preparation and presentation of theses. The thesis by publication is a thesis format that includes papers that have been prepared, or accepted, for publication. In the Faculty of Medicine, Nursing and Health Sciences papers must have at least been submitted for publication, though not necessarily accepted.

It is advisable that you discuss the format of your thesis at the start of your candidature.
Scholarships
Postgraduate Research Scholarships are available for full-time research at postgraduate level for study at one of Monash University’s Australian campuses. Over 300 living-allowance or stipend scholarships and 70 international tuition-paying scholarships are offered at the main central selection round, which closes on 31 October each year. A mid-year scholarship round is held each year which closes on 31 May.

MRGS administers postgraduate students scholarships. Information on matters relating to scholarships, such as application details, pay rates, variation to scholarship tenure, conditions of scholarships and forms can be obtained from MRGS.

The Faculty of Medicine, Nursing and Health Sciences also have postgraduate scholarships available.

Your department may also offer departmental scholarships. Please ask your departmental HDR Coordinator.

There are a vast number of external scholarships available for postgraduate study:
- Scholarship Opportunities – JASON database
- SPIN (Sponsored Programs Information Network)
- Community of Science

Grants for research students
Monash offers a number of postgraduate grants (eg travel grants) for students to undertake research activities such as attending a conference, writing papers. Details can be found on the Monash Research Graduate School website.

Your department may also offer postgraduate grants or support. Please contact your departmental HDR Coordinator.

Demonstrating
During your candidature you may have the opportunity to become a demonstrator in one or more undergraduate subjects taught by your department. Sessional teaching is a great way to gain teaching experience and earn some money.

Information on sessional teaching including pay rates, teaching resources and forms can be found at Sessional Academic Support at Monash website.

Please note that there are restrictions on the amount of paid employment that can be undertaken if you enrolled in a doctoral or MPhil, or if you are a scholarship holder. Please see the employment conditions for doctoral and MPhil candidates and conditions of receiving a postgraduate research scholarship in the Doctoral/MPhil handbook and MRGS website.

Resources and services for postgraduate students

Faculty of Medicine, Nursing and Health Sciences Research Degrees Office
The Research Degrees Office has responsibility for the management and administration of all postgraduate research activity in the Faculty of Medicine, Nursing and Health Sciences. The office provides advice on scholarships, regulations, policy and procedural matters, in addition to performing a variety of tasks related to postgraduate matters such as enrolment and re-enrolment of Masters research candidates and facilitating the examination of masters theses.

IT resources
Postgraduate students can obtain a staff-like email address (firstname.lastname@monash.edu) which enhances the standing of the research student as a representative of the faculty that is supporting their research.

Monash University recognises that postgraduate students who undertake research for a higher degree qualification require enhanced IT resources to help them successfully complete their studies.

Automatically granted to all postgraduate research students:
- enhanced email options;
- additional network drive space;
- extended computer account access; and
- wireless network access.

Ask your supervisor or faculty IT support unit for activation or additional credit for:
- staff-like email address;
- enhanced dial-up account service;
- flexible internet options;
- printing subsidy; and
- collaboration areas.

How to obtain your Monash Postgraduate computer account
Your departmental IT support should be able to provide you with a computer access form. With this form, you may apply for all of the above accounts and others which may be relevant to your work. You must complete this form and have it signed by your supervisor or head of department. Return the form to your department’s IT support person, or the nearest ITS Service Desk, who will use it to create an account name and enable access to the computers for which you have approval.
Hargrave-Andrew Library

Hargrave-Andrew Library, one of eight branch libraries of the Monash University Library, supports and resources the learning, teaching and research activities of staff and students at the university's Clayton campus. Collection strengths are:

- biological and physical sciences
- engineering
- information technology
- medicine and health sciences

The Hargrave-Andrew Library also has an electronic collection that can be accessed via the resources page or by searching the catalogue. Access to many electronic resources is restricted to Monash University staff and students.

The Monash University Library offers services exclusively for Monash University staff, postgraduate and honours students:

- contact librarians help you research and find library resources;
- learning skills staff can advise you about essay, report and thesis writing and improving oral presentation skills;
- document delivery service acquires materials from other libraries on your behalf or you can borrow from other libraries in person (see tip two below);
- the ARROW repository archives and promotes your research output;
- generous borrowing conditions, borrow more items, for longer;
- quality electronic resources purchased by the library available 24/7;
- EndNote bibliographic reference management software support and training;
- special collections of research materials; and
- see new titles (900+ a week) added to the collection.

Data management

Monash University’s Draft Research Data Management Policy and Procedures outline the responsibilities of the University and its researchers in the area of research data management. They reflect the University’s commitment to complying with the Australian Code for Responsible Conduct of Research (2007).

The Research Data Management website provides guidance on common research data management issues and highlights the portfolio of advisory and technical support services that are available to researchers (including HDR students).

Monash University encourages all researchers (including higher degree students) to undertake data management planning at the start of each research project. Monash Research Graduate School holds regular workshops on data management planning for higher degree students as part of the exPERT seminar program.

The Monash e-Research Centre can provide advice, information and assistance to researchers (including HDR students) on data management and storage.

Free statistic consulting service

Postgraduate students can get up to 10 hours of free statistical assistance during their candidature. Additional time is available but will be charged at an hourly rate.

The statistical consulting service can help with data collection, how to analyse the data, interpret statistical analysis, present statistical results and use a statistical package on a computer. Research candidates are encouraged to talk to the service early in the design of an experiment.

Monash Research Graduate School (MRGS)

The Monash Research Graduate School is responsible for the administrative coordination of doctoral and research masters degree programs including admission, candidacy and thesis examination, postgraduate research scholarships, awards and grants, dissemination of research training information, and coordination of the exPERT program of employment and research training.

exPERT program

The program focuses on key aspects of employment and research training and the development of generic and transferable skills. For details of all exPERT seminars and workshops and to register your attendance, please visit: http://mrgs.monash.edu.au/exPERT-bookings

Monash Research Graduate Centre

The Monash Research Graduate Centre is located in building 3E adjacent to the Monash Research Graduate School (building 3D) and next door to the Monash Club (building 50), at the Clayton campus.

All postgraduate research students from any Monash campus can register to use the general facilities of the centre including computing resources.

Monash Postgraduate Association (MPA)

The Monash Postgraduate Association Inc (MPA) is the representative body for all research and coursework postgraduate students enrolled through Monash University’s Victorian campuses. They run seminar programs, networking functions and provide information and advice on postgraduate matters for postgraduate students.
International students

Monash University offers a wide range of services for international students including information on English language support programs, peer mentor support programs and important information about studying at Monash University and living in Australia to help you settle in.

The Monash Postgraduate Association provides information and services for all international students as well as orientation program for international postgraduate students.

The International Postgraduate Academic Support (IPAS) provides services for postgraduate research and coursework students to improve academic performance in learning, researching and studying and the use of English.

Student support

Student support services

It is well known that what affects you personally will also affect you academically – so taking action early is good self-management and many students have successfully completed courses despite experiencing difficulties of a personal nature.

Health Wellbeing and Development (HWD)

HWD offers a range of services to students including: General health (GPs); counselling; chaplaincy and financial assistance. Services are confidential and free or low cost, and can be accessed by phoning or dropping in to the HWD HUB:

- Clayton campus
  (03) 9905 3156
  Western extension
  1st floor Campus Centre, building 10

- Caulfield campus
  (03) 9903 2500
  Room A1.29, building A, level 1

Counselling service

The counselling service offers a daily drop-in service for new clients (check campus for times) with subsequent sessions by appointment.

Community Care Line

Community Care Line (03 9905 1599) offers assistance to any staff or student who feels threatened or unsafe, or has concerns about someone’s wellbeing.

New to Monash?

Transport

Monash University’s Clayton campus can be reached via a number of modes of transport. Bus and train route information can be found at the Monash Facilities and Services division (travel and parking) website. For timetables and more information on Melbourne’s public transport system, please see the Metlink website.

Car parking and permits

Parking permits are required during weekdays, but short-term parking zones are also available. Students can purchase parking permits for blue zones. Parking without a permit is available in the blue, red and yellow zones after 5 pm on weekdays and all weekend.

You can purchase parking permits online and can pay for these by credit card. Please have your car registration, make and model ready when purchasing online. You will also need your Authcate and password to purchase this online.

For more information, please visit the Monash Facilities and Services division (travel and parking) website which contains further information on: displaying your permit, availability of parking spaces, delivery of your permit, parking infringements, resale of permits, refunds and replacements and terms and conditions.

Security at Monash

Monash University Security Services can assist you with help and advice 24 hours a day.

Clayton campus security contacts

Security Services at Clayton are located in building 61.

Emergencies – extension 333 or 990 53333
General security – 990 53059

Security escort service

A security escort service is available 24 hours. An escort can be arranged by contacting security personnel on the security contact number. You will be accompanied to your car, student residences, and other locations on campus or to the campus perimeter.

Security bus service

A security bus service operates on Clayton campus in the evenings from 5.30 pm to 12:15 am, Monday to Thursday. Bus stops are marked on a separate campus map (provided in the appendix). Passengers may ask to be driven to their cars. The first service leaves building 4 (Louis Matheson Library) at 5.30 pm. The circuit takes approximately 30 minutes depending on demand. This may vary depending on the number of pickups or drop offs on the route. The final pickup is from building 4 at 12.15 am.

So that you don’t miss the first bus, we recommend you are at Stop 6 (in front of building 13F – Physiology) by 5.35 pm!
ID cards

Your student ID card can be used for the following things:

- borrowing books from the library;
- ‘smart card’ for purposes at the University;
- to obtain discounts with some outside organisations;
- as a form of identification by university staff at their request when you make an enquiry at a service counter;
- may provide building and room access where authorised; and
- to add credits to print balances and to print documents.

It is used as a swipe card to allow you access certain areas (eg buildings and/or laboratories). Your supervisor will arrange for your access to be granted, depending on what is required.

For new students your ID card will be issued on Enrolment day as part of the enrolment process. ID cards issued are valid for the duration of your course (with a maximum of five years) and therefore do not require updating each year.

How to get your card

Student ID cards are issued by the Student Services Centre at the Campus Centre. Once you have your card, you should make sure that you sign the back and keep it in a safe place.

If you lose your card, you will need to purchase a replacement. These currently cost $60 and can be purchased at student services.

Your card also gets you 10 per cent discount at the bookshops, access to the library and to sporting facilities.
Computer accounts and passwords

As a postgraduate student you will be granted a computer account that will enable you to access IT facilities. This is called an Authcate account and consists of a username and a password.

Your Authcate account is your main Monash login. It provides access to restricted pages on the Monash website and other Monash resources which are protected by a password. For example:

- access to electronic services on the Monash computing network;
- library resources;
- protected internet resources such as Monash web pages and newsgroups;
- your Monash email; and
- your my.monash portal (personalised web page and gateway to Monash University).

Access to your Authcate account is subject to the Acceptable Use of Information Technology Facilities by Students policy.

You can access your email through: https://mail.monash.edu.au or the my.monash portal anywhere in the world.

It is advisable that you check your monash email account regularly as this is a primary mode of communication between yourself, department, MBio Graduate School and the University.

Please see the section on my.monash for more information on postgraduate IT resources at Monash.

Introducing my.monash

The my.monash portal is a personalised online gateway to all your Monash academic, research, administrative and social resources. The my.monash portal brings together all the online tools that are likely to be most useful to you in your role.

The my.monash tour is a quick and easy way to get an overview of the portal and a better understanding of how you can use it to enhance your workflow, and your personal and social life at Monash.

Here are some of the many services the portal provides:

- web access to your email account from any internet connection, worldwide;
- set your email vacation message;
- view your library loans status and access library search facilities;
- find out the resources and services that are available to you at your campus;
- access your online calendar;
- add links to My Links: your own portable bookmarks;
- search the Research Directory for publications by Monash academics;
- buy and sell just about anything through the Monash Marketplace;
- catch up on the latest in international and local sport, news and weather;
- find out about community services, short courses and upcoming events at your campus;
- view your IT quotas on the My Info tab;
- enhance your IT skills with IT training;
- search the Monash directory to find any staff member’s contact details; and
- use search engines to search Monash University sites and the World Wide Web.

The my.monash tour link
ask.monash

ask.monash is an online help service for staff and students. You can search previously asked questions or ask your own question. Questions are generally answered within a 24 hour period.

Monash Integrated Directory Service (MIDs)

MIDs is a general purpose website for searching the internal telephone directory. It requires a valid Authcates username and password to gain access. Just enter the details of the person you are looking for and click on ‘search’ to run your query.

Research Directory

Using the Research Directory, you can search for research publications or Monash people engaged in research.

Jobdesk and TSG

– The School of Biomedical Sciences

The Faculty of Medicine, Nursing and Health Sciences is serviced by its own IT group – TSG (Technology Services Group). All requests for IT assistance should be logged online. This can include issues with printing, computer maintenance, internet connection failure or anything related to IT.

To log a job please visit the web site:

• Select the Faculty of Medicine, Nursing and Health Sciences.
• Then click on Desktop Services and use your Authcates to log in.
• Click on ‘Submit a New Job’. This will take you to the following page – please enter as much detail as you can about the job you are logging.
• Use the drop-down menu (indicated in the upper red circled box) to select the type of job you are submitting (eg Account Management, Computer Maintenance, etc).
• Ensure you complete all the fields on the page.
• Most importantly, ensure you use the correct cost centre and fund for the job (indicated by the lower red circle on the page). If you are unsure of the fund details, please leave this blank.
• Once the job is approved by the Job Desk Delegate, this will be actioned for you as quickly as possible.

Please note when completing the ‘Priority’ field – Jobs are charged to departments. Jobs listed as critical are charged at twice the normal rate, so only use the ‘critical’ rating if you require urgent and immediate assistance.
Store – School of Biomedical Sciences

The Store is a warehouse and shop-like system where staff members can purchase materials that are needed for their labs or office areas. This includes chemicals, equipment and stationery. The Store is also able to assist with organising couriers if required.

Orders for stock can be placed online using ESS. Requisition books are also accepted. Your supervisor will let you know if you will need access to the Store.

It is located in building 77 on the ground floor. The Store’s operating hours for purchasing and pick up are from 9 am to 1 pm and 2 pm to 5 pm.

Mail services

Receiving mail
Postal address:
Monash University
School of Biomedical Sciences
Clayton, Victoria 3800

The majority of the School's mail is delivered to building 77 reception twice a day (approximately 9.30 am and 3.00 pm). Pigeon holes are located in the entrance to the office area next to reception (please see SOBS floor plan for location). You must pick up your mail regularly as there is a high volume of mail that comes through. If you receive mail from companies that is unsolicited, please let the receptionist know.

Students who are part of the departments pharmacology, physiology, rural health and radiography, and who are located in buildings numbered 13, can collect their mail from the SOBS Support office in building 13F.

Students in anatomy, biochemistry and some teaching staff who are located in buildings 13C and 13D can collect their mail from the mail collection areas in buildings 13C and 13D.

Posting mail

In the entrance area to building 77 there are two large boxes clearly marked as internal and external. Please leave any mail you wish to post in the appropriate box.

For students not located in building 77, mail can be left at the mail collection points in your building mentioned earlier, and will be posted in the same day.

Internal
Monash has an internal mail system. Mail can be sent to any building in any of the Monash campuses at no charge. Most internal mail should arrive at its destination the next day. Please use an internal mail envelope (these are generally yellow) and ensure that you have supplied enough information on the envelope (eg department, contact, building number).

External
External mail is treated in the same way as though you were posting it outside of the University. This includes any express post envelopes. There are a variety of postage paid envelopes available in the reception area.

Phones, voicemail and faxes

The majority of the School of Biomedical Sciences uses a VOIP phone system and the University is transitioning to this system over the next 12 to 18 months. Each phone has a five-number extension and calls can be placed to anyone within Monash using this system. To dial an external number, you must dial ‘0’ before dialing the phone number.

Each phone has a voicemail system or ‘mailbox’ attached to it. To set this up, you will need to press the ‘messages’ button. Follow the prompts on how to set up a message. Your voicemail is pin number protected, so only you can retrieve your messages. If you have any difficulty in using your phone, please speak to your departmental phone delegate or the operator (dial 9 or 99).

Faxes are sent using the email system. Please see the following instructions on how to configure your email in order to be able to send faxes.

For more information on Monash Fax, please visit: www.its.monash.edu.au/staff/faxing/faq

This site includes learning materials and user guides.
Useful links

Below is a list of links or web sites that have been mentioned throughout this handbook. The electronic version of this handbook contains hyperlinks and is available on the MBio Graduate School website.

- **Ask Monash**
  
  https://my.monash.edu.au/askmonash

- **Doctoral/MPhil degrees handbook**
  
  www.mrgs.monash.edu.au/research/doctoral

- **Ethics**
  

- **ExPERT program**
  
  www.mrgs.monash.edu.au/seminars

- **Hargrave-Andrew Library**
  
  www.lib.monash.edu/hal

- **Health, Wellbeing and Development (HWD)**
  

- **ID cards**
  

- **Information Technology (university)**
  
  www.its.monash.edu.au/students

- **International postgraduate academic support**
  
  www.med.monash.edu.au/current/ipas.html

- **International student support services**
  
  www.monash.edu.au/study/international/prepare/student-support.html

- **IT acceptable use policy**
  

- **Job Desk – IT support for SOBS**
  

- **MBio Graduate School**
  

- **Metlink**
  
  www.metlinkmelbourne.com.au

- **MIDS – Monash Integrated Directory Service**
  
  http://mids.monash.edu.au

- **Monash e-Research Centre**
  

- **Monash Postgraduate Association (MPA)**
  
  http://mpa.monash.edu.au

- **Monash Research Graduate Centre**
  
  www.mrgs.monash.edu.au/centre

- **Monash Research Graduate School (MRGS)**
  
  http://mrgs.monash.edu.au

- **Monash Research Office**
  

- **My.monash**
  
  https://my.monash.edu.au

- **Occupational Health and Safety (OH&S)**
  
  www.adm.monash.edu.au/ohse

- **Research Degrees Office (Faculty of Medicine, Nursing and Health Sciences)**
  
  www.med.monash.edu.au/pgrad/research

- **Research data management**
  
  www.researchdata.monash.edu.au

- **Research forms (by topic)**
  
  http://intranet.monash.edu.au/research/forms/formstopic.html

- **Resources for student learning**
  
  www.monash.edu.au/lis/hdr

- **Scholarship information**
  
  www.mrgs.monash.edu/scholarships

- **School intranet**
  
  www.med.monash.edu.au/intranet/sobs

- **Security at Monash**
  

- **Sessional academic support**
  
  www.odvce.monash.edu/projects/sessional/index.html

- **Statistical consulting service**
  

- **Travel and parking**
  

- **University resources**
  
  www.adm.monash.edu.au/human-resources/induction/facilities-resources.html

- **University services**
  
  www.monash.edu.au/students
This is a temporary map showing the Security Bus Stops as there will be a new bus stop added down Wellington Road for the new Human Resources offices.

The bus runs from 5.30 pm until 12.15 am each night Monday to Thursdays only at 30 minute intervals.