

UNIVERSITY OF WOLLONGONG

**Faculty of Health & Behavioural Sciences
(School of Health Sciences)**

**Guidelines for
Higher Degree Research (HDR) Students
*2009***

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Welcome to the School of Health Sciences

Welcome to the School of Health Science's postgraduate research student program. Research is a major focus of the School of Health Sciences (SHS). A particular strength of the School's research is the range undertaken, from cellular level through to human behaviour, professional practice and health policy and programs. The School also offers a variety of research environments, from specialist laboratory facilities, to multidisciplinary teams, initiatives with local communities and collaborations with national and international organisations.

This booklet is provided to you as a quick reference guide to assist you when settling into the School as a postgraduate research student and what is required annually until you graduate with your degree. Information within the booklet should be read in conjunction with the general University of Wollongong policies and procedures pertaining to postgraduate studies and research, including the Codes of Practice for Research, Supervision, and Students, which are available on the University web site:

www.uow.edu.au/research/rsc

Occupational Health & Safety (OHS)

Safety in our research and teaching laboratories is an important issue. Safety needs to become an attitude of mind and an integral part of all laboratory procedures. As you embark on your scientific career remember that each individual is responsible for their own safety and for the safety of their peers.

For students undertaking a laboratory-based project, you will need to be familiar with your occupational health and safety responsibilities. Within each laboratory you will find the SHS Laboratory Manual, which outlines the procedures governing laboratory safety and basic first aid. In addition, you should refer to any manual(s) outlining research policies and/or procedures specific to the laboratory you will be working in. Please ask your supervisors to provide you with a copy of any such manual.

All students and supervisors are expected to be familiar with these codes and rules.

While you are undertaking your research program, make sure you take advantage of the opportunities available to you, such as research training and seminars, listening to international visitors and learning about other research initiatives underway, and becoming involved with the School's activities, both academic and social. As your research progresses, support is also available to travel to conferences to present your findings and hear of other work in your area.

We're also interested to hear of any issues of concern to you or your fellow students and ways in which the School and Faculty can make your research program as productive and supportive as possible for you during your candidacy. Your first point of contact for these discussions and suggestions should be the HDR co-ordinator.

Good luck in your research careers!

*Professor Julie Steele
Head, School of Health Sciences*

Contact List & General Enquiries

Your supervisors should normally be your first contact point if you require advice or if you experience problems throughout your HDR program. However, other staff within the SHS are available for you to contact during office hours if you need their help:-

	Contact Person	Phone Numbers
GENERAL ADMINISTRATIVE ENQUIRIES (41.207)	Ms Beryl Schafe (NPH) (bschafe@uow.edu.au)	02-4221 3463
HEAD of SCHOOL and HEAD of POSTGRADUATE STUDIES	Prof Julie Steele (jsteele@uow.edu.au)	02-4221 3498
Appointments with the HEAD of SCHOOL	Ms Nola Hurt (nhurt@uow.edu.au)	02-4221 4161
SUB-DEAN, Faculty of Health & Behavioural Sciences	Dr Deanne Condon-Paoloni (deannecp@uow.edu.au)	02-4221 5704
ASSOCIATE DEAN (research)	Prof Sandra Jones (sandraj@uow.edu.au)	02-4221 4209
HDR CO-ORDINATOR & NPH HDR STUDENT SEMINAR CO-ORDINATOR	Dr Todd Mitchell (toddm@uow.edu.au)	02-4221 5443
HDR STUDENT REPRESENTATIVES	Jo-Anne Caldwell Amy Dawson Keryn Johnson Katherine Van Putten	02-4221 4093 02-4221 3494 02-4221 5811 02-4221 5213
RESEARCH STUDENT CENTRE	Location: Ground Floor, Blg 20 (research_student_centre@uow.edu.au) (www.uow.edu.au/research/rsc)	02-4221 5452
TECHNICAL OFFICER (41.207A)	Dr mandy Reid (amanda_reid@uow.edu.au)	02-4221 5171

Section A: Settling into the School

The following information will hopefully make your transition into the School of Health Sciences as a postgraduate research student as smooth as possible. If you have any further questions related to settling into the School, please contact your supervisors or an appropriate person from the Contact List on the previous page.

ADMINISTRATION OFFICE

The School of Health Sciences (SHS) Administration Office (41.207) is located on the second level of the Health & Behavioural Sciences building (Building 41). It is open between 8.30am – 4.30pm, Monday to Friday, and is staffed by Sandie Bragger, Nola Hurt, Pat Gracie and Beryl Schafe. Beryl is the first person you should contact for most SHS student administrative matters.

Apart from being a useful source of information, there are a number of items in the Administration Office that may help you during your studies. For example, there is a stationery supply cupboard containing numerous items such as paper, pens, computer items, stickers, and staples, which you can access. The administration staff can also provide you with keys to access buildings and rooms that you may not have your own keys for. In addition to the keys, there is a postgraduate photocopy card for use in the library, to photocopy research or teaching material. There are diaries (located on Beryl's desk) to book Meeting Rooms or the School's facilities such as laptop computers, projectors and digital voice recorders. To use any of these items, or to access a colour printer, guillotine or laminator, please see Beryl.

KEYS

Access to the Health & Behavioural Sciences building, offices and research laboratories requires individual keys. When you arrive, determine which rooms you will need access to during the course of your studies (discuss this with your supervisors) and note the room numbers. You can collect a key requisition form from Beryl, in the SHS Administration Office (41.207). Please note that the Head of School has the final decision on any key allocations.

HIGHER DEGREE RESEARCH (HDR) STUDENT SPACE

There are several rooms located throughout the School that are dedicated as HDR student space for use by postgraduate research students (HDR students). Within these spaces, each full time HDR student will hopefully be provided with an individual desk space (part-time student will need to share a desk). The Associate Dean (Research) will allocate your desk space in consultation with the Head of School and your supervisors. In addition, all areas are provided with access to bookshelves and filing cabinets, some of which are shared with other students. All filing cabinets are key- operated and these can be obtained from the administration staff in the SHS Administration Office (41.207). The filing cabinet codes are engraved on the locks; please ensure you bring the lock number if you're requesting a key.

STATIONERY

You will be given a number of stationery items for use during your postgraduate studies. Further supplies are located in the cabinet in the SHS Administration Office (41.207). Please see the administration staff before accessing any items.

COMPUTER SUPPORT

All full-time HDR students will hopefully be provided with a desktop computer on your desk (part-time students will need to share a computer). The computers are packaged with standard software. The computers are serviced by UoW Information Technology Services (ITS), located in Building 17. If there are any problems with hardware or software components, please contact the ITS directly (Ext 3000). Please discuss your hardware and software needs with your supervisors as early as possible to ensure you are able to complete your research successfully.

The operating system for most computers is Windows XP. You are required to log on using your username and password. As a student, you will be required to log on as a user, without administrator rights. This means that you are unable to load software on the computers and can only access your component of the server. If you need software installed on your computer, please contact ITS.

LAPTOP COMPUTER

The SHS has a HDR student notebook computer that can be booked for use by HDR students off campus. The main use of this computer is for field studies or when data are to be collected external to the University grounds. The maximum amount of time the notebook can be booked is one week, and this must be entered in the diary located in the SHS Administration Office. If you require the notebook when it is booked, you must contact the person holding the booking directly to negotiate access.

EMAIL

Once you have a student card you can obtain an IT account username, which doubles as your email address. Student email addresses are derived from the first initial of your first name, middle name and surname with a number attached (eg John Andrew Doe: jad99@uow.edu.au). See the administration staff in the SHS Administrative Office to be added to relevant email groups, especially the HDR student list! You will need to take your student card to Level 1, Building 17, to obtain your email password.

INTERNET

The internet is provided for research and teaching related access. HDR students have a quota regarding internet access. You are required to log on using your username and password. Once enrolled you will automatically receive your username and password.

MAIL

All HDR students have group pigeonhole spaces for mail and messages. The pigeonholes are located in the SHS Staff Rooms 41.314 or 41.244. Academic mail pigeonholes are located in these areas as well.

PRINTING

Printing from computers within the SHS is free to HDR students. Please respect this privilege and limit printing to documents related to your postgraduate studies. Large printing jobs (e.g. surveys) must go through the printery service on campus and be funded via HDR funds or a grant provided by your supervisors.

PHOTOCOPYING

The SHS photocopiers are located on Level 2 in room 41.244 and on Level 3 in room 41.318. Before you can use the photocopier, see the administration staff in the SHS Administration Office for a PIN. Usage of the photocopier is monitored so please restrict your copying to items truly relevant to your postgraduate studies.

TELEPHONES

Phones are provided for HDR students in the respective HDR student offices. Phones are an integral part of most research students' work. However, the use of the telephone should be restricted for research and teaching purposes. Please attempt to be brief and as quiet as possible as the rooms are shared. Phones in some student rooms need a password to dial out or for STD calls whereas others only require you to dial "0" to get an outside line. If the phones require a password prior to dialing the phone number, please see the administrative staff in the SHS Administrative Office, 41.207, for the appropriate password.

When an HDR student room phone has an excessive phone bill in a particular month, the Head of School reserves the right to request a printout listing all calls made during that month. The Head will ask for an explanation from the person responsible and this may limit the future availability of the telephone.

FAXES

There is one fax machine located in room 41.244 (fax no. 4221 3486). Received faxes are placed in your pigeonhole. To send a fax, dial "0" before the number. To send a fax internationally, dial "0 0015" or "0 0011".

LIBRARY

The University of Wollongong library is located in Building 16. Your student card is also your library card, and borrowing rights can be viewed via: <http://www.library.uow.edu.au/>. The library offers many services for HDR students and these can be viewed via: <http://www.library.uow.edu.au/services/UOW026548.html>. The library's journal listing is quite extensive in both electronic and in catalogues. However, past editions can be limited for some journals. These journals can either be accessed via the catalogues or document delivery (<http://www.library.uow.edu.au/documentdelivery/index.html>).

ENDNOTE PROGRAM

EndNote is a software package that stores and organises your references. EndNote is extremely useful to use throughout your research career. You are **strongly recommended** to commence **using EndNote early** in your research studies. Courses and the EndNote installation disks are available in the library (check out the library's website).

JOURNAL ACCESS

At present, the UoW library has online journals that can be accessed via the catalogues, journal search, or the databases. As a research student you are able to access these through the library website and obtain for most journals, PDF copies of the article. Journals that do not have online access can be obtained from the library if listed. In addition, the library offers an inter-library service to obtain journal articles that are not in the University of Wollongong catalogue. These are

accessed through <http://www.library.uow.edu.au/documentdelivery/index.html> and are normally retrieved within 2 weeks. When the article is delivered, you are notified via email and then access the article through a hyperlink to a PDF format.

FUNDS AND PURCHASING

HDR students have access to a small amount of funding from the Faculty for expenses related to their research. Please talk to your supervisors to find out how to access these funds.

Approval for expenditure

Purchase requisition forms, guidance and help with all aspects of purchasing are available from Beryl Schafe in the administration office. All expenditure must be approved in writing by the holder of the account that funds are coming from, in addition to either the Head or Manager of the School. Regardless of how you are making your purchase, there will be a form to complete with space for both these signatures. For example, if you wish to use your supervisor's funds, they will need to authorise the expenditure from their account, and then the Head or Manager will need to approve the purchase as well. If you wish to spend HDR funding, you need to have this authorised by your supervisors as well as the Head or the Manager. Administrative assistants can provide you with the names and locations of the specific individuals involved in authorising expenditure of School funds.

Students making purchases without the required approvals will be held liable for the full amount spent.

Placing purchase orders

All purchases are made via placing a purchase order. Orders cannot be placed with suppliers until they are on the UOW's financial system. It is important to allow plenty of time to ensure the supplier you need is on the system – new suppliers can be added, but this can take a while (up to a month or two). Please allow plenty of time to check this before you require your goods to avoid problematic situations.

A purchase requisition form then needs to be completed to place an order (contact Beryl Schafe in the administration office to obtain a requisition form). As with all other purchases, the completed requisition must be approved by the account holder and the Head or Manager of the School, prior to the order being placed.

There is a University Preferred Supplier List and wherever possible purchases should be made from one of these suppliers. Contact Beryl Schafe in the administration office for the list of suppliers. Examples of preferred suppliers include Lomb Scientific for laboratory consumables and Crown Scientific for general chemicals.

Credit card purchases

In a very limited number of circumstances, purchases may be made using a School of Health Sciences credit card. Students still need to complete paperwork, provide account numbers and obtain all relevant signatures prior to purchases being made. Please do not plan to rely on having access to a SHS credit card for purchasing, as we have strictly limited transactions on cards and cannot guarantee that we will be able to make all requested purchases.

Petty Cash

SHS does NOT guarantee that unapproved purchases made with personal funds will be reimbursed. Any purchasing undertaken at your discretion is made at your own risk. It is NOT recommended that students purchase items with view to recouping funds.

Section B: Campus and Security Information

Emergency Procedures & First Aid

MAP OF CAMPUS

A detailed map of the University of Wollongong campus is available from the web at:

www.uow.edu.au/about/maps

A map is included on the last page of this booklet of the Wollongong campus.

CAMPUS SECURITY

Details of Campus Security can be found at the web address:

www.uow.edu.au/about/security/about

Security are available for after hours access and on campus transport requirements. They can telephone for emergencies on Ext 4900 or for general enquires on Ext 4555.

PARKING

Details of parking at the UoW can be found at the web address:

www.uow.edu.au/about/parking

OUT OF HOURS WORKING

When working outside normal hours (8.00 am – 6.00 pm) in **Building 41**, please write your name and location on the white board near the stairs on Levels 3 and 2. **DON'T FORGET TO RUB OFF NAME WHEN YOU LEAVE.** This will assist emergency workers if evacuation is necessary. You also have the option of calling (Ext 4555) or emailing (university_security@uow.edu.au) University Security to notify them that you are in the building after hours. When working outside normal hours (8.00 am – 6.00 pm) in **Building 15**, please call (Ext 4555) or email (university_security@uow.edu.au) University Security to notify them that you are in the building after hours. When leaving the building after hours, you can also call Security for a “safe escort” to your car or transport.

EMERGENCY PROCEDURES

In the event of a fire or another life threatening emergency that requires the evacuation of the building such as a large spill of chemicals or leakage of cylinders containing toxic or corrosive gases follow the RACE procedures:

- **R**escue any person(s) in immediate danger.
- **A**larm, raise the alarm. Alert others in the immediate area then dial 000 and request the fire brigade and/or ambulance providing all relevant details (e.g. building and room number). [Note: if ringing from an internal phone, dial 0 to obtain an outside line]. Alert University Security on extension 4900.
- **C**ontain the fire by closing appropriate doors.
- **E**xtinguish; attempt to extinguish the fire only if you are trained and it is safe to do so. Inform the Building Wardens (Building 41: Nola Hurt, 4161 or Beryl Schafe, 4449) and/or the School/Unit Head.

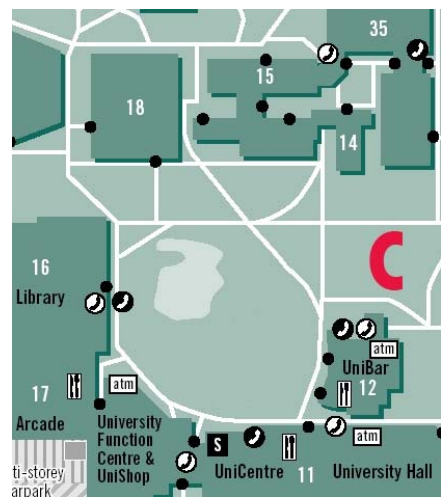
Emergency evacuation procedures:

If you hear a continuous alarm bell or are requested, by a Building Warden, or a member of staff, to evacuate the building you must:

- Leave the building immediately by the nearest exit, DO NOT stop to collect personal belongings.
- Proceed, to the assembly area shown below.
- Remain in the assembly area until you receive further instruction from the Building Warden or Security Staff.
- Do not re-enter the building until advised it is safe to so by the Building Warden or Security Staff.



Assembly area for Building 41



Assembly area for Building 15

FIRST AID

All Security Officers are First Aid trained.

If it is a Medical Emergency, call 0-000 to get an ambulance and then call security and let them know that an ambulance is on it's way (if appropriate).

If an accident does occur, please call security on extension 4900 and check the Signs around the place for the First Aiders. Please also notify the SHS administration office as quickly as possible.

Major and minor accidents must be reported to via safetyNET, the University reporting system <http://staff.uow.edu.au/ohs/reporting/index.html>

Listed below are the phone numbers and addresses that would be relevant in the event of a first aid emergency:

Ambulance, Police, Fire Department	0-000
Wollongong Hospital Casualty	0-4229 8233
Campus Medical Centre	0-4226 2199
National Poisons Information Centre	0-131 126

First aid kits are available in each laboratory. The kit contains gloves, bandages, antiseptic wipes etc. that may be required for minor accidents. Please report the use of any first aid supplies to Ro-Ange Hampl (Ext 5171).

Fire extinguishers are located in all laboratories. All laboratories are equipped with carbon dioxide extinguishers that can be safely used on all types of fires. You should make yourself familiar with the location and operation of the extinguishers in your laboratories. In addition, fire blankets are located above the extinguishers.

In the event of a medical emergency:

- If needed, call an ambulance (0-000) or take the patient to the Casualty Ward of the Wollongong Hospital. When ringing the ambulance service, be sure to name the building and ring Security so that they can direct the ambulance driver.
- Firstly refer to your risk assessment sheet and follow the appropriate First Aid procedures (see Risk Assessment Sheet section).
- If appropriate, alert the First Aid Officer for the area and/or School Head.
- If a First Aid Officer, including those listed on the First Aid kit, is not available, call Security on 4900.
- Report the incident using safetyNET: <http://staff.uow.edu.au/ohs/reporting/index.html>

Section C: HBS - School of Health Sciences Requirements during Candidature

AT COMMENCEMENT OF CANDIDATURE

Familiarise yourself with the SHS Office staff, as well as the Head of School, the HDR student coordinator, and most importantly the HDR student representatives. The role of the HDR student representative is to represent you at SHS meetings – so if you have any issues you want raised at SHS meetings, speak to your HDR student representative (see page 5 for contact details).

Check out the website as this provides you with a guide as to what to do on your first day, first week, second week, first month, first 6 months and at the end of your first academic year

<http://www.uow.edu.au/research/rsc/hdrhb/UOW008951.html>

You will see as part of ‘what to do’, you need to do the following:

1. UoW Welcome Day – HDR Orientation

Once you have enrolled, you will be notified of the next HDR Welcome Day. “Welcome Day is a compulsory orientation session specifically designed to provide HDR candidates with all the information necessary to begin their higher degree research journey” (HDR Supervisors Handbook).

2. First Interview Checklist and completion of ‘Confirmation of Candidature Form’

The first formal meeting between the Supervisor(s) and HDR Candidate must be held close to the commencement of your candidature and all of the points within the checklist discussed adequately. The first interview checklist can be found at:

http://www.uow.edu.au/handbook/codesofprac/cop_supervision.html#appendix

Subsequently, the ‘Confirmation of Candidature Form’ needs to be completed. The website link for the form is:

http://www.uow.edu.au/handbook/codesofprac/cop_supervision.html
Appendix B

When completing this form, set yourself realistic goals that you anticipate to achieve within the first year of candidature, as these will be addressed in your annual progress report.

3. Familiarise yourself with the HDR Course Rules

<http://www.uow.edu.au/handbook/generalcourserules/UOW028643.html>

4. Commence your literature review and development of your research proposal.

<http://www.uow.edu.au/content/groups/public/@web/@raid/documents/doc/uow030440.pdf>

RESEARCH PROPOSAL REQUIREMENTS

Task 1:	PROJECT PROPOSAL
Due date:	Within 12 months of commencement.
Weighting:	This must be completed satisfactorily in order to progress.
Copies:	Two ring-bound copies & one electronic pdf file
Examiners:	Two appropriate academics (independent to the project), chaired by the HDR co-ordinator (or Head of Postgraduate Studies (HPS) or substitute) and observed by a student representative.
Length:	Refer to School for further details.

Task 2:	PRESENTATION OF THE PROPOSAL
Due date:	Within 12 months of commencement (refer to the relevant School's website for details of the seminar series).
Weighting:	Satisfactorily completion is required.
Examiner:	Same as Task 1.
Length:	20-30 minutes presentation plus 10-15 minutes discussion.

Written Research Proposal

The written research proposal should outline the background and justification of the research through presentation of an introduction detailing the experimental hypotheses, a brief literature review and a clear statement of the experimental design and proposed procedures for the collection and analysis of the data. A timetable for the coming year, and a statement of the resources required to complete the project should also be included.

For details of the research proposal please refer to the following website: <http://www.uow.edu.au/content/groups/public/@web/@raid/documents/doc/uow030440.pdf>. Please submit two hard copies (spiral bound) and one electronic copy (pdf format) to your School's HDR student co-ordinator two weeks prior to your scheduled seminar date.

At this time, clearance by the Human Ethics Committee may also be needed as well as a Criminal Record Check by the NSW Department of Health. For laboratory-based projects, you may need to obtain the necessary vaccinations (e.g. hepatitis) and undergo the necessary laboratory inductions. As all of these issues are potentially important to your research, information about these issues are included in School's websites.

Research Proposal Seminar

The proposal seminar will be 20 minutes in duration with 10 minutes for discussion (i.e. total time 30 minutes) and should explain clearly the rationale behind the proposed research project. An **abstract** (one electronic copy as a word document) must be submitted to the HDR student co-ordinator one week prior to your scheduled seminar date. Details of how to prepare the abstract are provided below.

Assessment of Research Proposal

The research proposal (written and oral presentation) is formally assessed by the Proposal Review Committee and is a requirement by the University of Wollongong as stipulated in the HDR Supervisors Handbook (Appendix 3). The Proposal Review Committee comprises the supervisors, two academic staff members independent from the research project and usually from the relevant School (in certain circumstances, an appropriate academic staff member external to the School will be sought), chaired by the HDR co-ordinator (or HPS or a substitute) and observed by a student representative. The Proposal Review Committee normally meets after the HDR student's seminar presentation to discuss their research project. The First Year Research Proposal Review Checklist

form is completed at that meeting and is signed by the Proposal Review Committee and the HPS. The role of the Proposal Review Committee is to identify any potential deficiencies in the proposed program of study. Remedial action, for example in the form of a resubmitted research proposal and second oral presentation (not necessarily to the whole School), may be necessary to correct any problems identified by the Proposal Review Committee. The HDR student must be available to join the Proposal Review Committee towards the end of the discussions. The HDR student must also sign the First Year Research Proposal Review Checklist form.

The original First Year Research Proposal Review Checklist form is submitted to the Research Student Centre (RSC) and copies are given to the HDR student, their supervisors and one copy is retained on file in the School by the HDR student co-ordinator.

HDR STUDENT SEMINAR SERIES

Task 3: YEARLY PRESENTATION OF PROGRESS

Due date: Tuesday the 9th of June or Thursday the 5th of November, 2009

Weighting: Satisfactory completion is required.

Length: 10 minutes presentation with approximately 5 minutes discussion.

Task 4: FINAL PRESENTATION

Due date: Check the relevant School's website and email announcements for details regarding the School seminar series.

Weighting: Satisfactory completion is required.

Length: 30 minutes presentation and 10 minutes discussion.

Each HDR student, including part-time students, is required to give one seminar per year of candidature. In some circumstances, the HDR student may be asked to provide two seminars per year. An example for such a circumstance is that the HDR student requires more practice at oral communication.

HDR students are strongly encouraged to attend the School's Seminar Series, as these provide an excellent opportunity to critique others.

Research Proposal, Progress and Final Seminars

The style of presentation of the seminars will be determined by each student and supervisor with due consideration to the need to present in as clear and concise a manner as possible. Data projection facilities for PowerPoint will be made available but it is the responsibility of each student to ensure that facilities for other forms of presentation are available and will function at the venue. Please note that **written research proposals** (two hard copies and one electronic copy, preferably pdf format) are due two weeks prior to the seminar date and **an abstract** of approximately 250 words (one electronic copy as a word document) is due one week prior to the seminar and must be submitted to the HDR student co-ordinator. Failure to meet these deadlines may result in your seminars being rescheduled.

Abstract

An example of how to write an abstract is below. Or alternatively, follow the guidelines to authors from a particular journal for publication in your relevance discipline. For further information, please check out your School's website or discuss this with your supervisors.

The title is to be in bold, size 12 font, centred on the page, no capitals apart from first one and no full stop

Type authors' names in size 11 font, not boldface. Initials only, no full stops
Type short address, in italics, size 10 font, using uppercase letters for states and no full stops

The following is how to type and format a paper in the correct style. Type on an A4 page with margins of 3.1 cm top and 2.25 cm left and right justified on both sides should be used. Type in Times 10 font with single spacing for text and Times 10 font for tables and super- or subscripts. The finished size of the abstract should not exceed the example shown on the next page.

Leave no lines between paragraphs (with no indent). Use *italics* for taxonomic names. Full stops should be omitted in strings of initials (eg CSIRO, USA). Use the concise Oxford Dictionary for spelling. Numbers are used for all units and quantities (eg 8 mm, 3 yr, 26 ha, 6 kg). Use mL and L. Note the space between the numeral and its unit of measurement (but note 5%). Use ie and eg without full stops. In the text, numbers from one to nine are spelled out and figures used for 10 and over (eg six sheep, 27 cows), except where the number begins a sentence – 'Twelve children treated...'. Use uppercase $P < 0.01$, not $p < 0.01$. Use the 24 h clock, eg 1500 h, 0930 h.

The abstract needs be structured and include the following titles: **Background, Objectives, Design, Outcomes & Conclusion.**

References in text, tables, and legends are to be numbered consecutively in the order in which they appear eg (1) (2). Use 10 font and type the full reference in at the end of using the Vancouver style as shown below.

A table should not be numbered or titled. Use times 10 font and three horizontal hairlines to delineate the headings and the end of the table, as shown. Only the first letter of each cell should be in capitals. Put a space either side of '±'. If there is only one figure, do not number and show the legend to the right. If two figures are shown, label and type the legend below each.

		Baseline ¹	Mid-point ¹	End-point ¹
		0 weeks	3 weeks	6 weeks
Collagen 0.5 µg/mL	ALA-rich	57 ± 9	39 ± 8	46 ± 10
(% aggregation)	ALA-poor	60 ± 9	45 ± 12	32 ± 11

¹ mean ± SEM

1. Soter, NA, Wasserman SI, Austen KF. Cold urticaria. N Engl J Med 1976;194:687-90.
2. Osler, AG. Complement: mechanisms and functions. Englewood Cliffs: Prentice Hall, 1976.
3. Weistein L, Swartz MN. Pathogenic properties of invading microorganisms. In: Soderman WA, ed. Pathologic physiology. Philadelphia: WB Saunders, 1974;457-72.

DO NOT EXCEED THE DIMENSIONS INDICATED IN THE EXAMPLE ON THE NEXT PAGE OR YOUR ABSTRACT WILL BE TRUNCATED

Example of Abstract is shown on the next page

Western refined dietary pattern is associated with risk of inflammatory bowel disease

AJ Bencke¹, DCK Roberts², RG Batey³, K D'este⁴

¹*Nutrition & Dietetics, University of Newcastle, NSW 2308*

²*AFGC Canberra, formerly Nutrition & Dietetics, University of Newcastle, NSW 2308*

³*Dept of Gastroenterology, John Hunter Hospital, New Lambton Heights NSW 2305*

⁴*Centre for Epidemiology & Biostatistics, University of Newcastle, NSW 2308*

Background - Nutrients and foods may have interactions through non-nutrient components. Dietary patterning may examine this aspect of diet and is useful when there is no consistent dietary aetiology, as in Inflammatory Bowel Disease (IBD) and its two main diseases Crohn's disease (CD) and Ulcerative Colitis (UC).

Objective - To determine the pre-symptomatic dietary patterns which may be involved in the aetiology of IBD and in the CD and UC subgroups of this case control study.

Design - Case control study of newly diagnosed cases with IBD (107) matched (within 5 years of age, gender and geographic location) to randomly selected (electoral roll) multiple controls (308). Diet was assessed within two years of onset of symptoms by FFQ. Food groups were formed and dietary patterns determined using Principal Components Analysis

Outcomes - The "western refined" dietary pattern in IBD correlated with cakes & biscuits, takeaways, sugar & confectionery, soft drinks & juices and margarines & oils (Odd Ratio 3.55 ; 1.72-7.33 95%CI). CD - "Teetotal, sugar & cakes" dietary pattern in CD correlated with sugar & confectionery; cakes & biscuits; soy products, bread & grains, and lack of alcohol (OR 2.88 ; 1.31 – 6.37 95% CI). No significant dietary patterns were found for UC.

Conclusions- A "western refined" diet is related to the subsequent appearance of IBD and "teetotal sugar and cakes" with the appearance of CD suggesting a diet avoiding these food patterns may reduce the incidence of IBD in genetically susceptible individuals.

PROGRESS REPORTS

You are required to complete an annual progress report in October of every year of candidature.

<http://www.uow.edu.au/research/rsc/hdrhb/UOW008952.html>

SUBMISSION OF THESIS

Task 5:	THESIS
Due date:	End of research period.
Weighting:	100%
Copies:	Three ring-bound copies plus relevant forms for examination, the relevant number of hard-bound copies after corrections plus relevant forms.
Examiners:	Two academics external to the University of Wollongong and the research project.
Length:	Please refer to the website below for further details on submission of your thesis.

Please refer to the following website for all you need to know regarding the submission of your thesis.

<http://www.uow.edu.au/research/rsc/hdrhb/index.html#resources>

The above website is the UoW HDR Handbook, which contains very useful information for you throughout your candidature.

Section D: Useful Websites

1. **Schools within the Faculty of Health & Behavioural Sciences**
 - a. School of Health Sciences
<http://www.uow.edu.au/health/healthsciences/>
 - b. School of Psychology
<http://www.uow.edu.au/health/psyc/>
 - c. School of Nursing, Midwifery & Indigenous Health
<http://www.uow.edu.au/health/nursing/>
2. **Library (information for researchers)**
<http://www.library.uow.edu.au/researchers/>
3. **Research Student Centre**
www.uow.edu.au/research/rsc
4. **FIRST**
www.first.edu.au (Login – uowedu; Password – uow2522nsw)
5. **Occupational Health & Safety**
<http://staff.uow.edu.au/ohs/>
6. **Research Ethics & Gene Technology**
<http://www.uow.edu.au/research/rso/ethics/index.html>
7. **Research Services Office**
<http://www.uow.edu.au/research/rso/index.html>
8. **University Policies**
 - a. Code of Practice - Teaching and Assessment
http://www.uow.edu.au/handbook/codesofprac/teaching_code.pdf
 - c. Code of Practice - Students
http://www.uow.edu.au/handbook/codesofprac/cop_students.html
 - d. Code of Practice – Practical Placements
http://www.uow.edu.au/handbook/codesofprac/cop_pracplace.html
 - e. Acknowledgement Practice/ Plagiarism
<http://www.uow.edu.au/handbook/courserules/plagiarism.html>
 - f. Special Consideration Policy
<http://www.uow.edu.au/handbook/courserules/specialconsideration.html>
 - h. Non-Discriminatory Language Practice and Presentation
<http://staff.uow.edu.au/eed/nondiscrimlanguage.html>
 - j. Intellectual Property Policy
<http://www.uow.edu.au/handbook/generalcourserules/UOW028651.html>
 - m. Student Academic Grievance Policy
<http://www.uow.edu.au/handbook/courserules/hdracgrievpol.html>

Section E: Useful Information

University Student Support Services and Facilities

Student Central

Telephone 61 2 4221 3927
Facsimile 61 2 4221 4322
Email askuow@uow.edu.au
Student OnLine Services <http://www.uow.edu.au/student>

Library

Telephone 61 2 4221 3548
Web <http://www.library.uow.edu.au>
<http://www.library.uow.edu.au/ask>

Faculty Librarian <http://www.library.uow.edu.au/contact>

Purchasing of books - UniShop

Telephone 61 2 4221 8050
Facsimile 61 2 4221 8055
Email unishop@uow.edu.au
Web <http://unishop.uow.edu.au>

Woolyungah Indigenous Centre

Telephone 61 2 4221 3776
Facsimile 61 2 4221 4244
Web <http://www.uow.edu.au/wic/>

University Counselling Service

Telephone 61 2 4221 3445
Location Level 3, Building 11
Web <http://www.uow.edu.au/student/services/cs/index.html>

Disability Services

Telephone 61 2 4221 4942
Facsimile 61 2 4221 5667
Location 3rd floor Building 11, UniCentre
Web <http://www.uow.edu.au/student/services/ds/>

Student Equity and Diversity Liaison Officer (SEDLO)

Jenny Walsh, Faculty of Health & Behavioural Sciences
Telephone 61 2 4221 5332
Location 41.152
Email jenwalsh@uow.edu.au

Learning Resources

Learning Development is a unit that helps to develop specific tertiary literacies, and contribute to overall educational quality at UOW. For more information refer to <http://www.uow.edu.au/student/services/ld/> Unilearning is available as an online resource to guide students in effective writing, note taking and critical thinking and can be found at <http://unilearning.uow.edu.au/>

IT Services

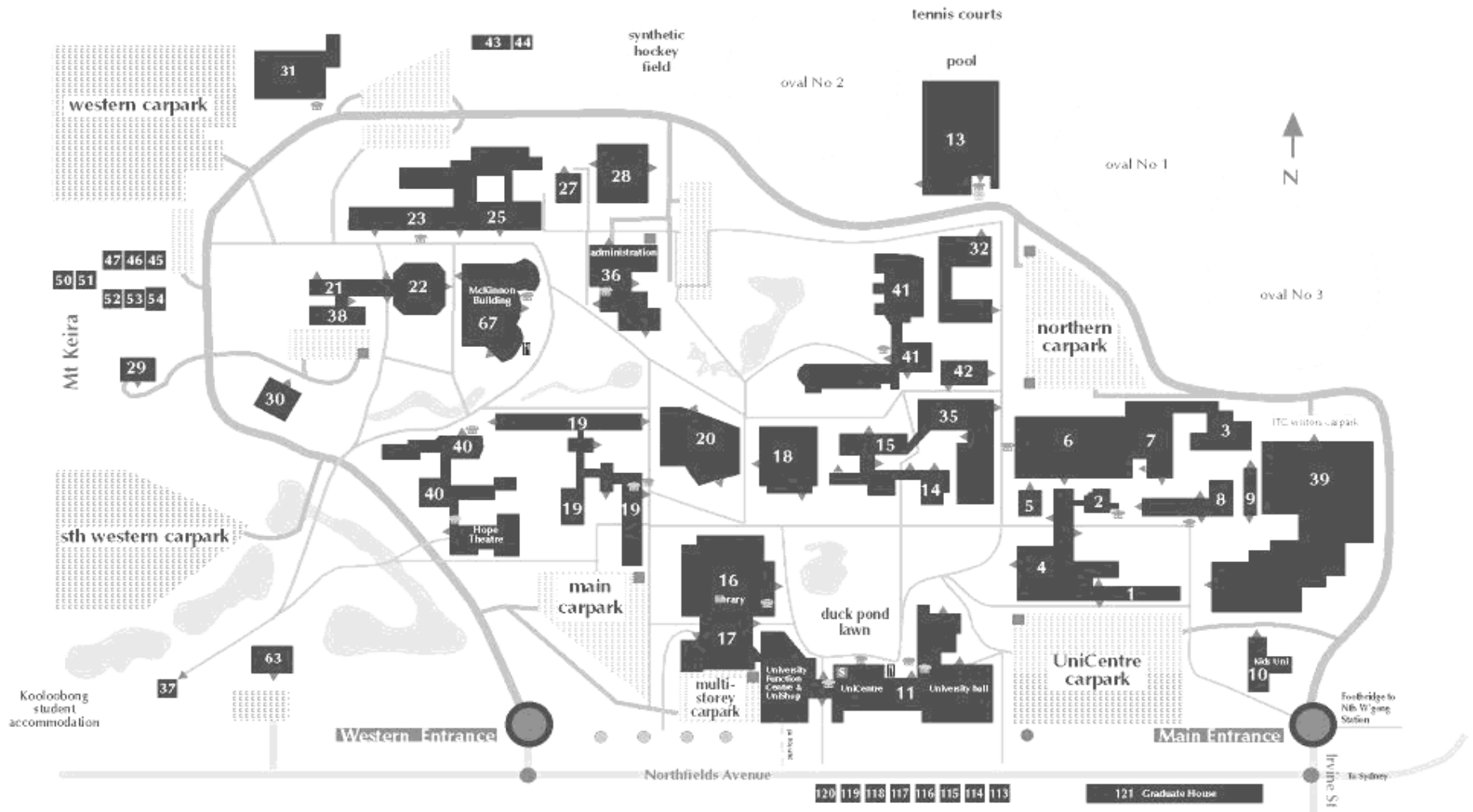
Located on level 1 of building 17. Provides access to Email, the Internet, Applications Software, and several Laser printers. For more information call (02) 4221 3775, Email: its@uow.edu.au or refer to <http://www.uow.edu.au/its/>

CEDIR (Centre for Educational Development and Interactive Resources)

CEDIR facilitates and supports continuous development of high quality teaching and learning practices, products and services for the University of Wollongong community. CEDIR is located in Building 20. For more information refer to <http://www.uow.edu.au/cedir/>

Section F: Checklist for HDR Students

	Action	To do “when” during candidature	Date completed	Supervisor confirmation
1	UoW Welcome Day – HDR orientation	When you have been invited		
2	First Interview Checklist	Commencement of Research Degree		
3	Confirmation of Candidature Form	Commencement of Research Degree		
4	First Year Research Proposal Review - written proposal - oral seminar presentation	Within 12 months (preferably 6 months) of candidature		
5	Applying for ethics approval	After the successful completion of Research Proposal and definitely before the commencement of the actual research work		
6	Progress Seminar(s)	At least one seminar per annum for the lifetime of candidature. (eg one proposal, one progress and one final seminar presentation for a 3 year FT research degree)		
7	UoW HDR conference or HBS Faculty HDR conference	Consider presenting at the UoW HDR conference in September during your candidature		
8	Final Seminar	A final seminar presentation before graduation with your research degree		
9	Submission of thesis	At the end of candidature		



Version History

Public Health		
Subject outline, 1 st ed (MSc (Hons))	Dr I.A. Kreis, Department of Public Health and Nutrition	1996
Subject outline, updated	as above	1997
Subject outline, 2 nd ed	as above	1998
Subject outline, updated	Dr I.A. Kreis, Graduate School of Public Health	1999
Subject outline, updated	as above	2000
Subject outline, 3 rd ed	as above	2001
Subject outline, updated	A/Prof. I.A. Kreis, Graduate School of Public Health	2002
Subject outline, updated	as above	2003
Subject outline, 4 th ed (MSc (Res))	as above	2004
Subject outline, 4 th ed	as above	2005

Biomedical Science		
Postgraduate Research Student Orientation Handbook, 1 st ed	A/Prof J. Steele, Dept of Biomedical Science	2004
Student Guidelines for PhD, MSc (Res) Degrees, 1 st ed	Dr B.J. Meyer, Dept of Biomedical Science	2005

School of Health Sciences		
Student Guidelines for PhD, MSc (Res) Degree, 1 st ed	Dr. B.J. Meyer & A/Prof. I.A. Kreis, School of Health Sciences	2006

Faculty of Health & Behavioural Science		
Student Guidelines for HDR students (SHS), 1 st ed	A/Prof B.J. Meyer, School of Health Sciences	2007
Student Guidelines for HDR students (SHS), updated	A/Prof B.J. Meyer, School of Health Sciences	2008
Guidelines for HDR Students (SHS), updated	Dr T.W. Mitchell, School of Health Sciences	2009

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<http://www.uow.edu.au/about/disclaimer>

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