

Survival Guide for New Postgraduates

PGRS Sub- COMMITTEE MEMBERS:

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FACULTY STAFF:

- **Faculty Manager**
 - Carroll Graham (x18583)
- **Front Office Staff**
 - Tess Webster (x12320)
 - Annette Silva (x12320) – currently on leave
 - Administrative Assistant
- **Finance Officers**
 - Sue Putnam (x14014)
 - Faculty accounts; request for cheques etc
 - Sarah McLoughlin (x13052)
 - Administrative assistant
- **Undergraduate Officer**
 - Marlon Ornek (9036 9293)
- **Technical Staff**
 - Paul Jones (x12322)
 - Technical Manager
 - Chris Hicks (x14437)
 - Henora Tanto (x16065) – pharmtech@pharm.usyd.edu.au
 - Robert Koryzma (x16065)
 - Catherine (Cathy) Mortimer (x14437)
 - Bill Rae (x12330)
 - Bruce Tattam (x14014)
 - Fred Wong (x13973)
 - Jiamin You (x16064)
- **Building Attendant**
 - Jay O'Sullivan (x14441)

FACULTY ADDRESS AND CONTACT NUMBER:

<p>Faculty of Pharmacy Pharmacy Building (A15) Science Road University of Sydney NSW 2006 Ph: 02-9351 2320 Fax: 02 9351 4391</p>
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OBTAINING KEYS AND SECURITY CARDS:

Keys for labs and equipment rooms can be obtained from the front office. These can either be ordered and kept for the duration of study or signed out to enable the opening of rooms for meetings etc. Please note, keys can only be acquired with the permission of those whose lab/office it is.

The Pharmacy Building uses a swipe card system to secure the building after hours. A number of doors are also alarmed either full time or after hours (these doors are clearly labelled). Between 5.30 pm and 7:30am the building can only be accessed by three doors (front door, side court yard and rear entrances) using a swipe card. A card can be obtained by emailing Maxine - maxine@pharm.usyd.edu.au). The card is then issued at the Security Office and a \$25 deposit is required. When the building is accessed using the card a record is kept of who entered the building and at what time. People are discouraged from sharing cards to prevent association with unforeseen circumstances e.g., damage to property, stolen goods.

ORDERING:

Supervisors typically provide funds for equipment and consumables required by a post-grad. The Faculty has recently implemented the MyPCard system for processing orders. Individuals (including post-grads at supervisors discretion) can obtain a card and use it to order items using internet, fax or phone. Training sessions for this facility are provided. Large orders (>\$2000) must be actioned via Sue Putnam.

The Faculty order form can be found on the web page under forms (<http://www.pharm.usyd.edu.au/staff/forms.shtml>; at this point look for “find links to personnel forms, finance and other” and then scroll to the finance section). Individuals must keep track of items ordered and “check over” statements monthly. All paperwork associated with orders must be kept. Information to keep track of for orders includes;

- Company name, address, web address (if available), fax and phone numbers
- Catalogue number and description of the item
- Freight charge (if applicable)
- Classification code (classes). Important codes include those for biological materials (5013), chemicals (5010) and general consumables (5021). A full list is available on the web.
- Account code (identifies the account paying for the order). Account codes typically have two sections, a response code (eg Q0000; referred to as RC on the order form) and a project code (eg N0000).

It is important to get the current price for the item(s) being ordered. Don't just trust the catalogue. Some companies, such as Sigma-Aldrich, have a current price list that can be accessed on the internet.

Once an order is received it is the responsibility of the recipient to locate the invoice for the order (typically found attached to the outside of the box) and to check that the items

listed in the invoice are present and in good condition. Once the charge has “hit” the MyPCard system the purchaser must code the charge.

At the end of each month purchases must be approved. Folders with the appropriate invoices and order forms must be delivered to Sue Putnam throughout the month to ease the approval process.

BUILDING REPAIR / MAINTENANCE

Report to Maxine Mackellar (x12831; maxine@pharm.usyd.edu.au) all small repairs and maintenance such as roof leaks, dripping taps, leaking / blocked toilets, blown light tubes, loose ceiling panels, problems with locks etc.

SAFE DISPOSAL OF CHEMICALS:

Lab safety is the responsibility of every member of the lab. All labs should have an up-to-date inventory of all hazardous substances in use and storage and a current material safety and data sheet (MSDS) for each chemical. The Chem Alert II web site has MSDS information (<http://www.usyd.edu.au/risk/course-notes/chemalert.shtml>).

It is important to note that only non-hazardous materials can be disposed of in the general waste. All sharps must be placed in the appropriate sharps bin to prevent any injuries being sustained by cleaners or other lab users. The dates for scheduled hazardous waste collection and forms required are available from the Risk management Office web site (http://www.usyd.edu.au/risk/ohs_manual/w-dates.shtml, <http://www.usyd.edu.au/su/ohs/index.html>). If the correct procedure for disposal of hazardous waste is not followed, the contractors will refuse to dispose of the materials.

Procedure for Chemical Waste Disposal

1. Ensure that the waste is in a suitable container. Waste solvents should be in a plastic drum available on request from Risk Management.
2. Complete the form Request for Disposal of Hazardous Waste. (<http://www.usyd.edu.au/su/ohs/forms/w-r-form.pdf>)
3. Photocopy the completed “Request for Disposal of Hazardous Waste” and attach the copy to the container.
4. Give the original “Request for Disposal of Hazardous Waste” form to Jay who will fax the form to Risk Management. This needs to be at least 2 days before the next scheduled hazardous waste pick-up.

Procedure for Radioactive Waste Disposal

1. Complete steps 1-3 above.
2. Radioactive waste must have an activity of less than 100 bequerels per gram, if the waste has higher activity than this it needs to be stored or diluted until the activity is less than 100 Bq/g.
5. Complete the form Certification of Radioactive Waste. (<http://www.usyd.edu.au/su/ohs/forms/rad-cert.pdf>)

3. Photocopy the completed “Certification of Radioactive Waste” form and attach the copy to the container.

Give the original “Certification of Radioactive Waste” along with the original “Request for Disposal of Hazardous Waste” form to Jay who will fax the form to Risk Management. This needs to be at least 2 days before the next scheduled hazardous waste pick-up.

Any further questions about the safe disposal of chemicals can be addressed to Dr Dai Hibbs (x16005, davidh@pharm.usyd.edu.au) or the Faculty radiation safety officer, Dr Herbert (x16072).

SHARED FACULTY EQUIPMENT:

- **Photocopier** (Located in mail room, N246)
 - When broken down or jammed call Jay O’Sullivan
- **Tissue Culture Facility** (Booking roster on window)
 - Four CO₂ incubators (2 in N257, 2 in S208)
 - Four hoods (2 in N257, 2 in S208)
- **Autoclave**
 - The large autoclave is operated by Cathy Mortimer and Chris Hicks (x14437, N431)
 - A small autoclave is also located in N257.
- **Cold Room** (N258A)
- **Equipment room** (Located opposite the cold room, booking roster on door)
 - Contains Scintillation counter, Beckman ultracentrifuge, and Sorvall RC-5B refrigerated superspeed centrifuge
- **Mass Spectrometry and NMR Facilities**
 - Operated by Bruce Tattam (x13451)

SOCIAL EVENTS:

- Morning Teas - most Fridays, provided by different groups in the Faculty. Typically held in the Faculty common room starting at 10.30am.
- Any faculty drinks or BBQs are normally “advertised” via emails.
- PG lunches are held every Thursday 12:30-1pm, prior to Faculty Seminar, in the common room.

HOW TO GET ARTICLES:

- You can obtain journal articles online if our university library has subscribed to the journal. For a database of journals or the journals themselves the following sites can be accessed.
 - Database go to; <http://www.library.usyd.edu.au/databases/>
 - Journals go to; <http://www.library.usyd.edu.au/ejournals/ejalph.html>
 - <http://scholar.google.com>
- If our uni doesn’t have the article, book or chapter you want you may be able to obtain it by using the “Interlibrary Loans and Document Delivery” service. Further assistance with this can be found at <http://www.library.usyd.edu.au/borrowing/docdel/request.html>.

POST-GRAD COMPUTER ROOM (S225):

The post-grad computer room is located on “level 2” of the Pharmacy building (opposite room N265 at the base of the stairs). It houses three computers (PCs), three printers (one colour) and a scanner. This room was established to provide computer facilities for post-grads in the Faculty and as such it is post-grads who are responsible for its upkeep.

To maintain some sort of order in the room a few simple rules have been established to ensure that all runs smoothly.

- i. **POST-GRADS HAVE PRIORITY IN THIS ROOM**
- ii. **EVERY USER** is responsible for the maintenance of this room. The computer room monitors are responsible for major problems and to monitor the condition of the room only!
- iii. If the toner is low or there is no paper it is **YOUR** responsibility to rectify the situation. Order forms are located in S225 and once filled in can be processed by Philip Kwok (x14450).
- iv. Paper can be acquired by asking Jay.
- v. For computer and printer problems that can't be easily solved **CONTACT ITS** (x16000) or email details of the problem to the computer room monitors for that month.
- vi. The C drive on the computers is for program files **ONLY**. Personal files will be erased from this drive and the desktop. Create your own personal directory on the D drive (Users).

AUTOCLAVE USE:

Chris Hicks and Cathy Mortimer are primarily employed to provide service to the undergraduate teaching laboratories in the Faculty of Pharmacy. However, as they run the only large autoclave in the Faculty they are spending increasing amounts of time autoclaving and would appreciate it if people follow the guidelines below.

- Ring first (x14437) to ensure someone is there to receive your goods. If no-one answers, leave a message and they will get back to you
- Do not leave non-sterile goods in the service room or in the corridor outside as there is have limited space around the autoclave and it is not a safe work practice
- If the item requires autoclaving immediately (e.g. broth), plan beforehand and inform Chris and Cathy, ensuring that the autoclave is running and unoccupied, ready for your load
- Materials to be autoclaved must be moist. That is, empty, sealed bottles must have at least a drop of water in them. Bottles containing liquid must have their lid tightly fastened.
- Waste bags must **ONLY** be half filled as they need to fit into the chamber of the autoclave!
- Waste bags containing agar products must be small enough to fit into a bucket!
- Materials must be collected after they have been autoclaved.

GENERAL POST-GRAD STUDENT INFO:

• Post-Graduate seminars

- All post-grads are expected to present a talk on their progress **each** year. This year, the post-graduate committee is organising two “post-grad” conferences (dates to be advised). The aim of these is to enable students to present their work in the format of a conference (10 minute talk and 5 minutes discussion/changeover) and to ensure that as many people can attend the sessions as possible. The sessions will be chaired by post-grad students and followed by BBQ/drinks.

• Faculty Seminars

- During semester the Faculty hosts seminars at Thursday 1pm in the Pharmacy lecture theatre. These seminars range from final PhD seminars to presentations by visiting academics. Attendance at these seminars is strongly encouraged.

• Progress Reports and Meetings

- During the year each post-grad student will be required to complete a progress report for the College of Health Sciences. These reports enable the student, supervisor and Faculty to monitor the progress of the project and to address any issues that may be hampering progress.
- In addition to and in association with the progress reports, each year students will be interviewed by two members of the academic staff, including one postgraduate committee member. This interview provides another opportunity to voice any concerns or ask questions of the members. If you wish, a post-grad representative or a fellow student can attend the interview.

• Teaching

- Tutors and laboratory demonstrators are required for a range of undergraduate subjects in Pharmacy. Staff often need short-term research assistants and will send messages by email or put notices up in the Faculty. Asking around often works very successfully.
- Please note that if you are a full-time student there are restrictions on how many hours you are permitted to do paid work. The DEET guidelines indicate that full-time PhD students on scholarships may work up to a maximum of 20 hours per week, subject to agreement by the Dean of the Faculty who should feel that your work will not interfere with your ability to complete your studies in a reasonable period of time. You should discuss this issue with your supervisor.
- If you are doing casual work in the Faculty, e.g. tutoring, you will need to fill out a casual pay claim form for each session that you teach (see Maxine (x12831) or Moran Baillie (x12312)).

• Postgraduate Research Support Scheme (PRSS)

- The PRSS was introduced by the University in 2001 to provide support for enrolled postgraduate research students. Under the scheme, funds are allocated to the Faculty based on their higher degree research enrolment figures in the previous year. The funds are not allocated directly to the students, but are awarded by the Faculty to eligible applicants on a competitive basis according to the University’s guidelines.

- Funding may be sought to help finance the attendance of conferences, visits to specialist facilities etc.
- Eligible students may apply for a minimum amount of \$200 and a maximum amount of \$1,200 (up to \$2,000 for conferences in overseas countries) in each application round. PhD students may be awarded funds three times during their candidature and Masters students once.
- Students will be made aware of the application dates closer to the time. More information on the scheme email Sean Goodwin, sgoodwin@pharm.usyd.edu.au

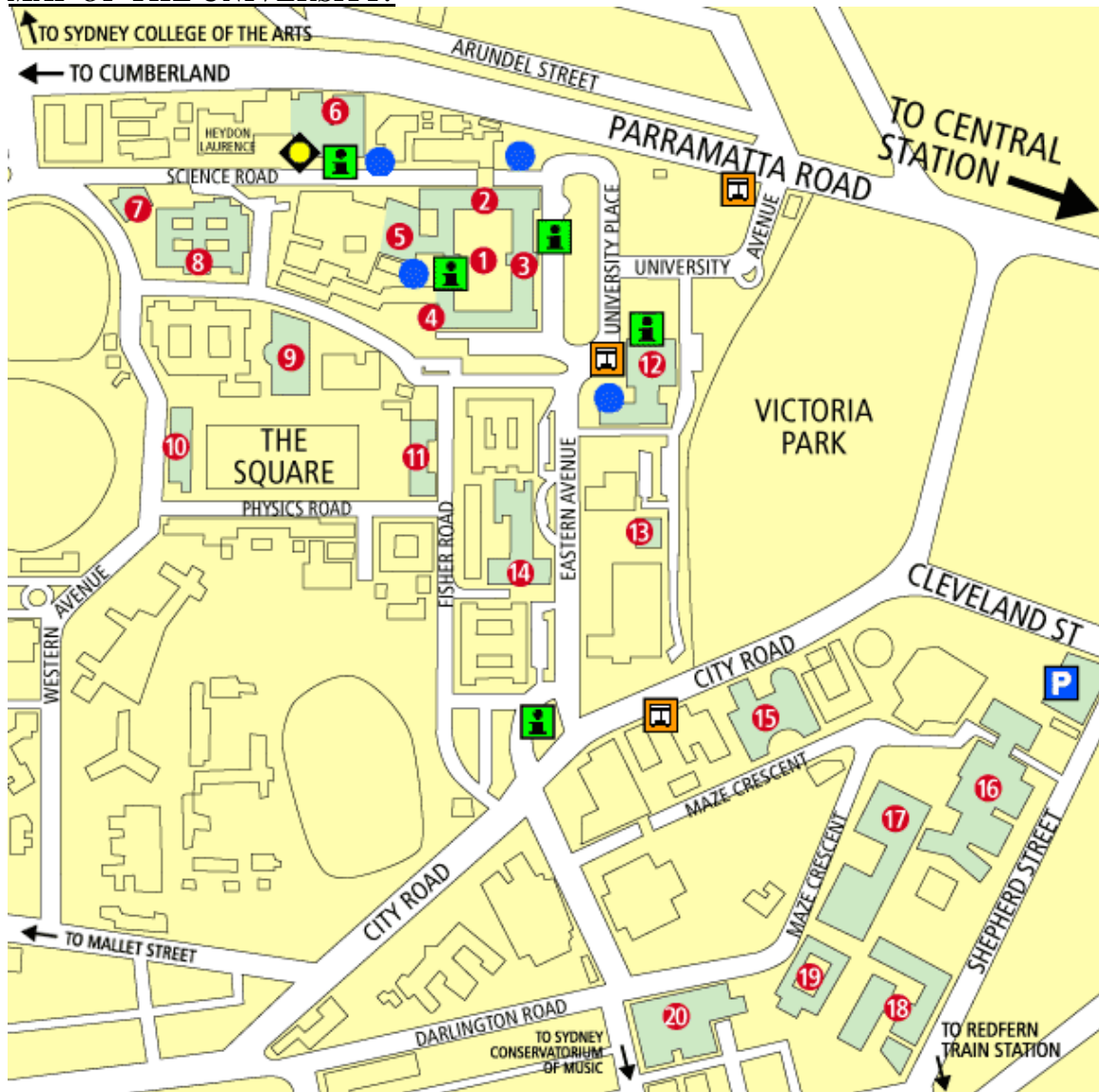
- **Mail**

- Mail is sorted into pigeon holes located in the mail room (N246). Post-grad mail is normally placed in a pigeon hole labelled eg McLachlan Associates (ie Supervisors name associates). Mail for students sitting in S114 and S238A is sorted into pigeon holes named as such.

More information about being a postgraduate student in the Faculty of Pharmacy can be found on the Faculty's website.

http://www.pharm.usyd.edu.au/about/postgrad_list.shtml

MAP OF THE UNIVERSITY:



1 Main Building

2 Great Hall

3 Clock Tower

4 MacLaurin Hall

5 Pharmacy

6 Footbridge Theatre and Holme

7 Wallace Theatre

8 John Woolley

9 Education

10 Women's Sports Centre

11 R.C. Mills

12 Fisher Library

13 Stephen Roberts

14 Chemistry

15 Wilkinson

16 Mechanical Engineering

18 Civil and Mining Engineering

19 Gordon Yu Hui Chiu Building

20 Noel Martin Recreational Centre

Journal Citation Reports (*How to search the "Impact factor" for your Journal*) -

The Journal citation reports (JCR) provides quantitative tools for ranking, evaluating, categorizing, and comparing journals. The impact factor is one of these; it is a measure of the frequency with which the "average article" in a journal has been cited in a particular year or period. The annual JCR impact factor is a ratio between citations and recent citable items published. Thus, the impact factor of a journal is calculated by dividing the number of current year citations to the source items published in that journal during the previous two years. The impact factor is useful in clarifying the significance of absolute (or total) citation frequencies. It eliminates some of the bias of such counts which favour large journals over small ones, or frequently issued journals over less frequently issued ones, and of older journals over newer ones. Particularly in the latter case such journals have a larger citable body of literature than smaller or younger journals. All things being equal, the larger the number of previously published articles, the more often a journal will be cited. Perhaps **the most important and recent use of impact is in the process of academic evaluation.** To find the "impact factor for your journal go to;

<http://portal.isiknowledge.com.ezproxy.library.usyd.edu.au/portal.cgi/jcr?SID=D2CPpJ9MNIoNKC7MbjP> choose "search for a specific journal" -> click "submit" -> then type the name of the journal of interest.

Currently the latest version available to Sydney University is only up to 2004.

Postgraduate Progression – A Guide for Candidates in Pharmacy

About this document

This document is a guide to progression for students and supervisors involved in postgraduate research degrees such as the Doctor of Philosophy and Masters of Pharmacy or Masters of Pharmaceutical Sciences. This guide should be used by students and supervisors to aid the timely completion of candidature. It is recognised that this is only a guide because of the breadth and diversity of types of research conducted in the Faculty of Pharmacy. However, the elements of a research degree remains similar in many aspects and these are drawn together in this guide.

Progression in the Doctor of Philosophy Degree

Prior to Commencement of Postgraduate Study

- ❑ *Selection of Supervisor and Associate Supervisor:* The University of Sydney requires all candidates to have supervisor AND an associate supervisor.
- ❑ *Research proposal:* This document is an essential part of the requirement of enrolment in a postgraduate research degree and its usually prepared by the student in close consultation with the supervisor. The Research Proposal should include; title of thesis, aims, research hypothesis, simple plan, identification of methodology, a discussion of the significance of the research and a proposed time line for conducting the research. The proposal is approximately 1 to 3 pages in length.

Semester 1

- ❑ Establish a plan for regular contact (e.g. meetings) with supervisor(s) and a reporting method.
- ❑ Develop an overall plan for the scope of the research project and a timetable for completion of key elements of the research project and thesis production.
- ❑ Present an introductory talk on the overall aims of these research project drawing on published literature and discussing the proposed research plan and relevant methodology.
- ❑ Write a literature review related to the field of study.
- ❑ Identify course work that needed to be completed (in consultation with the supervisors)
- ❑ Begin collation and compilation of relevant literature for referencing in the thesis .

Probation: *Most candidates are admitted to the degree with a period of 6 month probation. At the end of the first semester the progress of the student will be assessed by the Postgraduate Committee in consultation with the student and supervisor.*

Semester 2

- ❑ Submit the Literature Review (which will form the basis of the *Introduction* to the thesis) for review by the supervisor and if appropriate a member of the Postgraduate Committee.
- ❑ Establish and gain experience with relevant methodology.
- ❑ Validate methodology.
- ❑ Plan and commence pilot (or preliminary) investigations
- ❑ Commence writing *Methods Chapter* of the Thesis

Critical Achievements Year 1:

- ❑ Interview with postgraduate committee members
- ❑ Research Proposal Presentation
- ❑ Successful completion of Literature Review

Semester 3

- ❑ Conduct major portion of data collection during this semester in light of findings in the pilot or preliminary investigations.
- ❑ Complete *Introduction* and *Literature review* of the Thesis.
- ❑ Complete *Methods Chapter*.

Semester 4

- ❑ Finalise main data collection by end of this semester.
- ❑ Commence preparation of *Experimental Results Chapters* of the Thesis.

Critical Achievements Year 2

- ❑ Present Seminar in Postgraduate Forum.
- ❑ Submission or Presentation of at least one scholarly work such as a peer reviewed publication or conference presentation.

Semester 5

- ❑ Complete all experimental work
- ❑ Review Thesis plan and re-visit timetable for completion in consultation with supervisor.
- ❑ Submit thesis chapters detailing experimental results to supervisor(s) (and collaborators) for review and comment.
- ❑ Draft manuscripts of major findings

Semester 6

- ❑ Drafting, reviewing and re-drafting of *Experimental Result Chapters* of the Thesis.

Critical Achievements Year 3

- ❑ Present final Faculty Seminar
- ❑ Have accepted at least one peer reviewed paper arising from the thesis research

Semesters 7 (and 8)*

- ❑ Supervisor (in consultation with student) nominate thesis examiners (1 internal to the University , if possible)
- ❑ Major time dedicated to writing (presenting, interpreting and discussing results)
- ❑ Finalise thesis chapters
- ❑ Submit thesis (3 bound copies)
- ❑ Finalise manuscripts from thesis research

***note:** The Faculty strongly encourages students to complete their studies in a timely manner (3.5 years) and any extension to an 8th semester must be based on credible issues that have affected progress and will only be approved if a clear time line is in place for completion and submission of the thesis.

The Ph.D. thesis

There are no strict guidelines or rules defining a thesis. Generally a candidate will use a previous thesis in the relevant area of research as a guide to the format and content. In pharmacy theses generally have

- ❑ A statement indicating that the work is original and has not been submitted for any other degree;
- ❑ Specifically acknowledges the contribution of other researchers;
- ❑ Has a list of publications and conference abstracts arising from the thesis;
- ❑ A glossary of terms;
- ❑ Been between 6 to 8 chapters ;
- ❑ Chapter 1 as the *Introduction* is generally a comprehensive review of the relevant literature and contains a clear statement of the aims and research hypothesis addressed in the thesis;
- ❑ Chapter 2 containing the *Methods* which is usually referenced throughout the thesis [*Note:* some theses have *Experimental* chapters which contain the methods relevant to the research presented in that chapter in very much the same way as a published paper. This is also acceptable.] It is important to discuss such issues with your supervisor.
- ❑ Several chapters (between 4 and 5) detailing the major experimental findings of the thesis;
- ❑ A final chapter which summarises the major findings of the thesis and discusses the significance of the work. This chapter may also address possible future directions.
- ❑ Generally represent between 2 major or up to 5 scientific publications
- ❑ Been bound in hard back with the title on the spine
- ❑ Has a full list of references cited in a standard format (cited usually by name and date and listed in alphabetical order)
- ❑ Numerous appendices showing raw data;

Thesis examination

A thesis will be examined by experts in the field nominated by the Faculty in close consultation with your supervisor. Usually one examiner is nominated from within the Faculty or University. The examiners will review the thesis and examine the work presented to address the following questions:

- Is the research described in the thesis original?
- Does the thesis make a contribution to the field of study?
- Is the work described in the thesis likely to be publishable?
- Is the body of work described in thesis adequate for a Ph.D.?
- Is the thesis presented in an acceptable manner?

In addressing these and other questions relevant to the field the examiner makes a recommendation to the University about the award of the degree.

This document has been prepared by the Postgraduate Committee, Faculty of Pharmacy
October 2004