

Griffith University

School of Biomolecular and Physical Sciences

Introductory Notes for

**Postgraduate Coursework
Students**

2008

School of Biomolecular and Physical Sciences

Introductory Notes for Postgraduate Students

WELCOME to Postgraduate study in the School of Biomolecular and Physical Sciences.

This booklet brings together general information that will hopefully be of assistance to you throughout your program of study.

If you have any questions regarding your studies and don't know who to ask, please feel free to contact me.

I wish you well with your studies in the School of Biomolecular and Physical Sciences.

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Head of School

Professor Frank Clarke

Deputy Heads of School

Associate Professor Denis Crane
Associate Professor Wendy Loughlin

Program Convenors

Biotechnology and Molecular Biology	Prof Denis Crane	N34_2.37
Clinical Science - Microbiology	Prof Bharat Patel	N34_2.36
Clinical Science – Physiology	Dr Lucia Pemble	N44_2.04
Genetic Counselling	Madelyn Peterson	N34_1.12

Course Convenors

The course convenor for each course within a program is listed on the Course Outline.

1 GENERAL INFORMATION

Student Card

All students are required to have a Student Identification Card for access to library services, computing facilities, examination and assessment purposes, and in relation to security matters. It is also useful for acquiring various concessions for transport and cinemas.

Your enrolment pack should have included a Student Card authorisation letter, with details of the dates, times and places where you can go to have your Student Card printed. Outside of these times please go to Student Administration in the Bray Centre, Nathan Campus.

Library

The Library (Willett Centre) will have information on your access to loans, including interlibrary loans. Your student card is also your library borrowing card.

The Library contact for Science is the Science Librarian, Phillip McDonald (email: p.mcdonald@griffith.edu.au).

Also in the Library are the

- Information Services Desk
- Copying Services
- Audio-Visual Services

Parking

Daily parking permits are available from dispensing machines. Short-term parking-meter spaces are also available.

If you have not received an annual parking permit application form with your enrolment, you can obtain one from the **Office of Facilities Management (OFM)** or the **Cashier**.

Payment is first made at the **Cashier**. The receipt is then taken to OFM where a parking permit is obtained.

Security

Be aware that there are areas on Campus that are quite isolated. OFM have information about Security Buses and Security Escorts. The Emergency/After Hours Security number is 3735 7777.

Health and Safety

Please refer to the University website on Health and Safety

http://www.griffith.edu.au/hrm/health_and_safety/keepingsafe.html

2 POSTGRADUATE ADMINISTRATION

A number of postgraduate administrative matters are dealt with by the Graduate Student Centre (Level 2, N16, Macrossan Building) if you have questions on:

- Pre-Course Enquiries
- Admissions
- Enrolment queries and change to enrolment queries
- Leave of Absence
- Fee queries
- Credit for past programs
- Thesis examinations for Research Higher Degrees
- Scholarships
- Graduations
- Insurance forms for work experience

If you are an International Student, please deal directly with Griffith International (Level 0, N12, Sewell)

3 OTHER RESOURCES

Photocopying (Interlibrary loans can also be paid for using copy cards)

You are entitled to \$50.00 worth of photocopying in the Library **per program (2 semesters of full-time study or part-time equivalent)**

Process

After Week 2 of Semester, take your student card to the Copying Services desk in the library (Level 1, Willett Centre). Explain that there should be a pre-paid card ready for you. They will issue the students on their list with a copy card with up to \$25 on it. When this has been used up, return with your Copy Card to the Copying Services desk and they will add the next amount. If you lose your Copy Card you **must report it** immediately to the Copy Centre, or you could lose an amount of your allowance.

If you have **enrolled after week 2**, please see the Postgraduate Liaison Officer before going to Copying Services.

Offices

There are no offices provided for MSc students.

Mailboxes

Mail for MSc students is sent to the student's listed mailing address.

4 COMPUTERS and NETWORKS

Computing Support and INS Information Sheets

A range of information sheets are published by Griffith Flexible Learning Services, Information Technology Services (ITS), and Library and Information Literacy Services for the benefit of students and staff. These searchable information sheets are at:

http://www.griffith.edu.au/ins/training/pdf/learning_services_guide.pdf

Additional information on computing support available may be found on the ITS page at:

<http://www.gu.edu.au/ins/student/postgrad/>

Phone and email support are available via IT-Assist:

phone: 3735 5555 email: it-assist-na@griffith.edu.au

IT-Assist will direct your enquiry to the correct group within Information Technology Services, for example to the Learning Technology Support Team (control Common Use labs), or the Admin and Academic IT Support Group for Science (RHD students and staff local computer problems).

MSc students have access to the dedicated **Coursework Postgraduate Learning Centre** <http://www.gu.edu.au/ins/student/postgrad/> on level 0 of the Business Building at Nathan (N50) or **Common Use Computer Laboratories** and **Learning Centres** (also used by Undergraduate Students). Information on these is available at the **Information Services Desk** in the Library or on the Web (Information Sheet 14).

Room 1.17 of Building N44 (Technology Building) is a computer laboratory exclusively for the use of Coursework Postgraduate Students.

Computer training

For information on free Computer training, courses, drop-in-tutorials and self-paced computer-based training, go to the **Information Services Desk** (Level 1, N53 Willett Centre).

5 SPECIAL CIRCUMSTANCES AND DIFFICULTIES:

Medical problems

If you need to see a doctor you can go to the University **Health Service** (Level 1, Sewell Building, N12). It is a general practice service available to all students. Overseas students pay about \$25.00 for a standard consultation. You will get this back from MediBank if you give them the receipt. Other students with a Health Care card are bulk-billed (ie there is no charge).

All consultations are strictly confidential.

To make an appointment, phone 3735 7299, or go to the Health Service (Level 1, Sewell Building, N12, Nathan Campus).

For After-Hours help or in an Emergency, phone the QE II Hospital on 3275 6111 (It is on the corner of Kessels and Troughton Roads).

If we require you to get a vaccination for your Program (for instance Hepatitis B), you will be able to get this at the Health Service at no charge.

If you are having financial difficulties, see the relevant section below.

Personal problems

If you are having personal difficulties such as being homesick, family troubles or stress, you can see a **Personal Counsellor** at **Student Services**, Level 1, Sewell Building, N12, Nathan Campus.

Language problems

If you are having difficulty with the language in your lectures and assessment items and are an international student, see an **International Student Adviser** at **the International Centre**.

The **Learning Assistance Unit** may also be able to help.

Financial difficulties

If you are having financial difficulties, you can see a **Welfare Officer** at **Student Services**, Level 1, Sewell Building, N12, Nathan Campus.

They can also help with advise on **Accommodation**, **Childcare** and other concerns.

Study difficulties

If you are having difficulties with your lectures, assignments or thesis, tell the Course Convenor or Postgraduate Liaison Officer as soon as possible. Then we can address the problems early in Semester.

You can also see a **Personal Counsellor** at **Student Services** who can help with issues such as time management, poor motivation, and the interference to study habits as a result of personal difficulties.

The **Learning Assistance Unit** can also provide free help for study problems

The **Griffith University Postgraduate Student Association** (GUPSA) may provide free academic editing and writing assistance (Level 1, Community Centre, N66).

<http://www.griffith.edu.au/centre/gupsa/>

Disabilities

The **Disabilities Service** is located on Level 1, Sewell Building, N12, Nathan Campus (telephone 3735 5493).

6 EMPLOYMENT INFORMATION:

Student Services provides a web-based information system which displays career and employment information to students and graduates, including program-related student vacancies (vacation work, degree-oriented part-time work, projects), vacancies for graduates, graduate recruitment information for final-year students, and so forth.

This service, "CareerBoard", can be found at:

<http://www.griffith.edu.au/ua/aa/ss/careers/>

7 COURSES AND ASSESSMENT:

FOR INFORMATION ON STUDENT POLICIES SEE:

www.griffith.edu.au/ua/aa/sta

Teaching timetables and venues

A **provisional timetable** for the semester is published on the Griffith University website a few months before the start of each semester. The web address for the timetable is:

www.griffith.edu.au/ua/aa/sta/timetables.html

This timetable may be altered before the semester begins and in the first couple of weeks of classes. It is your responsibility to check the timetable regularly around the start of semester. The timetable should be final by Week 3.

If changes occur during the semester, you will be notified via email, letter or telephone.

Attendance of lectures

You are expected to attend all lectures. If you miss a lecture, please see the Course Convenor. Lecture notes may be given out by some lecturers or via Learning@Griffith.

Course Outlines

Course outlines are available from the University website:

www.griffith.edu.au/ua/aa/pccat/courseoutlines.html

You will be notified in writing of any changes to any information which appears in the Course outline (for example, the length of an exam or what percentage the final grade is worth).

Questions on lecture material, assignment topics etc

If the lecturer is on campus, then please check consultation times and make an appointment. Please see the Course Convenor for contact information for a sessional teacher. If the Course Convenor is not available, please see the Program Convenor. If you are having difficulties contacting the Course or Program Convenor, please see the Postgraduate Liaison Officer.

Assignments

Please consult the relevant Course outline for assignment submission details.

Always keep a copy of your assignment.

Under some circumstances an **extension** to the due date may be granted. If you are having trouble meeting a deadline please see the Course or Program Convenor or the Postgraduate Liaison Officer as soon as possible. You may be asked to provide documentation, such as a medical certificate or letter from a Counsellor. Requests for extensions made only a few days before the due date are unlikely to be considered.

Exams

Mid semester exams

These are run by the School of Biomolecular and Physical Sciences. You will be notified of the date, time and venue by email, letter or via Learning@Griffith. Please note, you are responsible for ensuring that your email, mailing address and telephone contacts are up to date through the Griffith Portal. (please refer to Section 8 Information Distribution)

End of semester exams

These are run by the University. Timetables will be published on the Griffith University web page at www.griffith.edu.au/ua/aa/sta/timetables.html in **Week 11** of the semester. You then usually have a number of days to raise any objections (for example if you have 2 exams scheduled at the same time), this is done through **Exams and Timetabling**. Your timetable will normally conform to the following constraints:

No more than 2 exams a day; total working time in a day of not more than 6 hours; at least one and a half hours between exams; no exam the evening before or morning after, if 2 on one day; no more than 4 exams in 3 successive days.

Language dictionaries

Translation only dictionaries may be taken to exams by students from non-English speaking backgrounds (NESB).

Past papers

The Course Convenor will be able to advise you on the availability of past papers.

Special circumstances with Exams or other assessment items

In the following Special Circumstances, you will have to supply formal documentation such as a Medical Certificate.

Missed exam

If you know you are going to miss an exam or you will miss an exam, go to the **Graduate Student Centre** and explain, please also notify the Postgraduate Liaison Officer. The Graduate Student Centre will give you the appropriate **Deferred Exam Form**. You must hand this back to the Graduate Student Centre or Exams and Timetabling **within three days** of the missed exam.

Problem during an exam

If you have a problem that may affect your performance during an exam, such as sickness or bereavement, go to the Graduate Student Centre before the exam and explain, and also notify the Postgraduate Liaison Officer. The Graduate Student Centre will give you the appropriate form (**Special Consideration Form**).

If you have difficulties during the exam, such as sickness, tell the invigilator who will write it down. After the exam you will need to go to the Graduate Student Centre and get the Special Consideration Form, you will also need to notify the Postgraduate Liaison Officer.

You must hand this back to the Graduate Student Centre or Exams and Timetabling **within three days**.

Work Experience and Professional Practice

Most of the Postgraduate Programs have work experience or Professional Practice components. Professional placement and work experience will be arranged for you. Please note that permission to participate in Professional Practice will only be granted to students following satisfactory performance in Semester 1 courses. Students in professional placements should be aware that much importance will be attached to their attitude, diligence and punctuality when working in host laboratories or companies. There is usually an assessment mark for performance.

Keep in mind that you may be dealing with patients and the public, as well as staff. Your successful completion of the Professional practice may therefore include adequate patient management skills, including language and communication skills. If you are having any difficulties in such areas, see your Program Convenor.

Find out beforehand if the institution in which you will be working has a dress code.

Name tags may also be required.

Going on to do MSc Honours

Students who achieve a Grade Point Average of a Credit (5.0) or better in their Master of Science program are eligible to apply to do MSc Honours (an additional 1 Semester full-time or 2 semesters part-time).

It is important for students who think they may go on to do MSc Honours to realise how the marks they obtain in the MSc will impact on the final classification of their MSc Honours degree (ie First Class, 2A or 2B). The means of calculation for MSc Honours classification can be found at:

http://www.griffith.edu.au/school/bbs/2007_MSc_Hons_Book.pdf

For general policies on Honours programs across the University, students may consult the appropriate document "Requirements and Administration of Honours Courses" on the University's web page:

<http://www62.GU.EDU.AU/policylibrary.nsf/mainsearch/47e1c36aa7fa08044a256b9100093544?opendocument>

In brief, an overall average achievement of 80% or better across the MSc Coursework and Research Project is required for First Class Honours. In other words, a GPA of about 6.5 (between Distinction and High Distinction) in your MSc is needed if your eventual aim is a First Class MSc Honours Degree.

8 INFORMATION DISTRIBUTION:

Email

The University deals with all written communication in the first instance by email. The University's email system means that you will be able to access email sent to your Griffith University student address from anywhere with internet access. There is also a facility for you to redirect your student email to your personal or work email. **IT IS IMPERATIVE THAT YOU KEEP THIS LINK UP TO DATE.** If an email sent to your student email address does not forward to your personal email it is your responsibility. The University deems you notified if your student email address successfully receives the communication.

Please refer to the following University website for detailed information on Student Email and redirection:

<http://www.griffith.edu.au/ins/student/email/>

We recommend that you check your student email regularly. Not reading your student email cannot be accepted as a reason for failing to comply with university policy or important deadlines.

In Writing

On occasions the University may notify you of information by letter. This is normally only done when results or certified changes to a program or course are made.

Updating your personal details

It's important that the university has a record of your current contact details such as mailing address, home telephone number, mobile number and emergency contact. The Griffith Portal allows you to update your personal details at any time and we strongly encourage you to keep them up to date.

Please refer to the following University website for detailed information on the Griffith Portal:

<http://www.griffith.edu.au/ins/portal/>

Learning@ Griffith

The Griffith University Student Portal on the Griffith website. Using the Blackboard Learning Management System, Learning@Griffith provides an integrated online teaching and learning environment. Please note, not all courses will be on the Learning@Griffith site.

Please refer to the following University website for detailed information on Learning@Griffith:

(<http://www.griffith.edu.au/ins/learningatgriffith/> > For students)

9 ASSIGNMENT GUIDELINES FOR COURSEWORK POSTGRADUATES IN THE SCHOOL OF BPS

Cover Page

Please submit your assignments with a cover page in the format of the following example (see page 19)

Formatting

Unless otherwise advised, you should present word-processed (typed) assignments

- A4 paper single-sided
- The print (font) size should be 12 point
- The font should be a serif type eg: Times, Times Roman
- The lines of the text should be 1.5 or 2 line spacing
- Each page should have a left-hand margin of at least 2cm
- Top, bottom and right-hand margins should also be at least 2cm
- The pages should be numbered sequentially at the centre bottom of the page
- Your name, including student number should be included in a header or footer on every page

Structure

The structure of your assignment is very important. An assignment with poor structure will lose marks, even if the content is sound.

In most cases it is appropriate to divide your assignment into sections and subsections, with headings. You can use different sized fonts, bold, italics or a numbering system to clarify the hierarchy of headings.

For example:

- 1 Introduction
- 2 Discussion
 - 2.1 The skin as an immunological organ
 - Structures of the skin*
 - Components of the immune system of the skin*
 - 2.2 The cat flea
 - Taxonomy*
 - Life cycle*
 - Feeding*
- 3 Conclusion

Where possible, begin with an **Introduction**. This should include background information and the rationale behind the following discussion.

Then follows the **Body of the assignment**, divided into sections (as above).

A **Conclusion** should be the final section of the assignment. This should summarise and draw together the arguments presented.

A **Summary** is another section which can be included, usually preceding the main assignment (but composed last). It should provide the reader with an overview of the entire assignment. It can be considered a mini-version of the assignment (of less than 200 words in length), with a brief introduction, key pieces of information and your main conclusions. For scientific papers, this section is often called an Abstract. In Industry, it is called an Executive Summary.

Figures and Tables

Each Figure and Table must have a **number** eg: figure 1 and **title**. The title should include enough information that the Table/Figure could be understood without the rest of the assignment.

If you have copied the Table/Figure from a reference, you must cite that reference next to the title and include it in the reference list.

Units eg: time, cm, g must be included where necessary.

Figure axes should have labels and there should be legends explaining different symbols.

Referencing

For many of your assignments, you will be finding out about specific topics. At this level, it is expected that you go beyond using a couple of text books and start to include papers from journals. If you don't know how to find the relevant journals and papers, seek help from your lecturer or the librarian, early on. They can show you searching methods, but will not find the references for you.

Citing

If you read and use information for an assignment, whether it be in a scientific journal, a book or on the internet, you must **cite** the reference within the text of your assignment.

This applies whether or not you quote the reference directly, and even if the information seems "common sense", or you only refer to it in passing.

For example, a journal article begins:

The cat flea, *Ctenocephalides felis felis*, is acknowledged worldwide as the major cause of flea bite hypersensitivity (FBH) in dogs and cats (Dryden and Rust 1994).

The author has read the paper by Dryden and Rust published in 1994, to get the information about FBH.

If you quote directly, word-for-word from a reference, you must use quotation marks:

"Putative flea allergens isolated from flea salivary glands may provide superior test antigens for use in skin tests for FBH" (Lee et al 1999).

However you should minimise your use of directly quoted passages.

Reference List

At the end of your assignment, list all references you have cited in the text. Full information about the location of the reference must be given.

For example, the full reference from above is:

Dryden M.W. and Rust M.K. (1994) The cat flea: biology, ecology and control. *Veterinary Parasitology* **52**, 1-19

Indicating Volume 52, pages 1-19 of the journal *Veterinary Parasitology*.

Referencing styles

The way in which the references you use are listed at the end of your assignment, and the way you refer to the references within the text of your assignment (ie: cite them), will depend on the scientific discipline in which you are working.

The above style is one example, generally referred to as “**Harvard**”, or “Name-Year” system (or “Author-Date” system). References are cited using the author/s name/s and the year of their publication. References are listed alphabetically.

Other styles use a **number in the text** to refer to the reference – Among the terms used for this are: “Sequential-numeric”, “Citation-Sequence”, “Citation-order”, “Number system”, “Numerical Citation system” or “Vancouver”. This system is commonly used in medical journals. In these systems, the reference list is in order of citation.

A variation, the “**Alphabet-Number system**” uses numbers to refer to the references, but the references are listed in alphabetical order.

A third type puts the **references in footnotes**, rather than in a list at the end of the work.

Which referencing style should you use?

Unless recommended otherwise¹, for each assignment chose a referencing style you think appropriate and use it consistently.

These styles have advantages and disadvantages. In addition, a particular discipline may have a preference. When it comes to publishing papers, each Scientific Journal has its own set of rules about referencing, called “**Instructions to Authors**”. Many of these instructions are available on the internet.

How to find out about referencing styles

You will now have to find information so you can use a particular style. This information will include how you refer to a journal paper, a journal paper with many authors, a book, a chapter in a book, conference proceedings, etc.

¹ Individual assignments may carry specific referencing instructions.

The easiest way to find out about referencing styles is to look at papers in the **journals** of your discipline.

The other way is to look at **books on writing**, such as:

- Australian Government Publishing Service (1994) *Style Manual for Authors, Editors and Printers*. Fifth Edition. AGPS Press. Canberra.
- Hall, George M (editor) (1994) *How to write a paper*. BMJ Publishing Group. London.
- O'Connor, Maeve (1991) *The scientist's handbook for writing papers and dissertations*. Prentice Hall, New Jersey.
- Council of Biology Editors, Style Manual Committee (1994) *Scientific Style and Format. The CBE Manual for Authors, Editors and Publishers*. 6th Edition. Cambridge University Press. Cambridge.

Or **web pages** on reference styles or Instructions to Authors for journals:

<http://mulford.mco.edu/instr/>

(Instructions to Authors in the Health Sciences)

<http://healthlinks.washington.edu/hsl/styleguides/>

(Health Sciences Style Guides)

Internet Referencing

For instructions on how to cite Internet resources, obtain *Information Sheet 85 "How to Cite Internet Resources"* from the Information Services Desk in the Library or the web

<http://www.griffith.edu.au/ins/training/howtoguides.html>

Be careful that information you obtain from the internet is from a reputable site, for example, the official site of a key organisation in your discipline.

Failure to correctly cite references

If you do not cite a reference you have used, you are plagiarising ("to knowingly present the work or property of another person as if it were one's own"), and you will be penalised. Please refer to the University policy on **Academic Misconduct** at:

<http://www.griffith.edu.au/ua/aa/sta/extt/exams/misconduct/>

This ranges from receiving no marks for the assessment item, to exclusion from the program.

Copying sections of text from the internet or another source and including it in your assignment as if it were your own words is an example of plagiarism. Changing just a few words does not make any difference.

Academic staff who mark your assignments will know if you have copied the work and you will be penalised.

If you are having trouble gathering information from references and compiling it in your own words, see your lecturer or course convenor for help.

Penalties for Late Assignments, Laboratory Reports and other Assessment Items

- Some assignments will have an exact due date and time specified. However if only a Week of Semester is specified, for example Week 12, then assignments are due by 4.00pm on the Friday of that week.
- Assignments should be deposited in the appropriate **Assignment Box** (marked "BPS Postgrad") in the foyer of Level 1, N34 (Science 2 building). In some cases, lecturers may make other arrangements.

If you submit on a date and time later than the specified due date, without prior permission from the Course Convenor (see below), you will lose **10% of total marks per working day**.

Problems with meeting the due date

- If you have an illness or other problem which may prevent you from submitting your assignment on time, please contact the Course Convenor or Postgraduate Liaison Officer as you become aware of the problem. You may be asked to provide documentation such as a medical certificate, before an extension may be granted. The length of time you have had to prepare the assignments before the problem arose will be taken into consideration.
- One difficulty which students have found in the past is that they have not allowed enough time for the wordprocessing and printing of the assignment. It is a good idea to allow plenty of time in case you have problems with your computer files, or printing equipment. Don't forget to keep back up copies of files, and print-outs of drafts (evidence of your work on the assignment). The University does not accept loss of material due to a computer malfunction as justification for a late submission.

SAMPLE COVERSHEET

Last Name **ADAMSON**

First Name Holly

Student Number 1569823

Program Master of Science in Genetic Counselling

Course Code 7036BPS

Course Title Genetic Counselling

Lecturer Madelyn Peterson

Assignment Number 1

Assignment Topic Code of Ethics

Due Date 15 May 2007