THE UNIVERSITY OF WESTERN AUSTRALIA

DRAFT

GCRL2000 BPhil Research Placement

Contents

Unit Coordinators/Administrators

Dr Kathy Sanders	Ms Claire Hadley
Academic Coordinator, Bachelor of Philosophy (Hons)	Administrative Assistant, Bachelor of Philosophy (Hons)
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Unit Description

This unit enables Bachelor of Philosophy (Hons) students to practice research essentials along with discipline content through an attachment to a UWA researcher or research group in an area related to your major. Under the guidance of an academic mentor, you will gain practice in the methods of enquiry used by the discipline and gain experience in the communication conventions of the discipline. You will undertake a series of activities as specified by your mentor which may include, and are not limited to: participation in research group meetings and discipline seminars, journal club, discussion groups, literature review, laboratory work, data collection, data entry and analysis, report or paper drafting and/or editing.

Learning Outcomes

The research placement extends the Level 1 research training received in the unit GCRL1000 Global Challenges, Research and Leadership. Through successful completion of the placement, you will be able to:

(a) Work collaboratively and effectively with a research mentor and/or within a research team.
(b) Communicate research theory, practice and findings in oral and written form.
(c) Demonstrate understanding of a contemporary research problem including its theoretical context and methodology.
(d) Demonstrate ability in some practical research methods relevant to the discipline.

Structure of the Unit

GCRL2000 is a compulsory 0-point unit with no set contact hours but an expectation of **75 hours of active participation** in tasks and activities as set by your mentor. Activities can vary from the formative phase of a research project to a more developed stage. The overall aim of the placement is to equip you with knowledge of the processes, aims and methods that underpin a research project.

What research activities can I do?

The 75-hour time allocation may include for example:

- participation in experimental, laboratory or field work
- formative work for grant applications (e.g. reading set works, library searches)
- writing or editing of literature reviews, reports and papers
- preparing documentation for ethical approval
- data collection and/or analysis
- attendance at School/discipline research seminars
- participation in research group meetings, discussion groups, journal clubs etc.

The above list is not exhaustive and other activities may be appropriate for your discipline. How the 75 hours workload is organized across the semester will depend on the nature of the research, your timetable and availability, and that of your mentor. ***All activities, including time commitments, must be discussed and agreed with your mentor.***

In addition to specific activities set by your mentor, <u>you are required to</u>:

- Meet with your academic mentor <u>at least three</u> times during the semester.

- Attend <u>at least one</u> research meeting. This can take a variety of forms as relevant to your research area, e.g. a school research seminar, Institute of Advanced Studies seminar, a research group meeting, conference, workshop, etc. Check out **What's On at UWA** for a list of upcoming seminars and events http://events.uwa.edu.au/

    If attendance at School seminars and/or research group meetings is included as one of your agreed activities, you will fulfil this requirement.

- View an online seminar on human ethics, animal ethics, and bio-safety as well as issues around the code of conduct of research, data management, publishing, open access, etc. Access to the seminar is via the Lecture Capture System on the LMS.

Assessment / Deliverables

You will demonstrate the learning outcomes through:

1. Submission of an Agreement Form that provides a summary of planned research activities and a short explanation of how each activity will address key learning outcomes.

2. Delivery of a short presentation to the BPhil (Hons) community. The presentation will showcase some aspect of the research that you are involved in. Presentations will either be 3-minutes speaking time (plus 2-3 minutes of questions) or an electronic poster presentation.

3. Submission of a Research Portfolio that critically reflects on the research activities and experiences.

4. Satisfactorily completing the agreed activities as assessed by your research mentor in the Research Mentor's Report.

Successful completion of the research placement will be recognized on your academic transcript as an ungraded pass (UP). Students who do not complete the placement to a satisfactory standard will receive an ungraded fail (UF) unless special consideration or other mitigating circumstances apply.

Assessment Timeline
Semester 1, 2022

Item	Due date	Submission mode
Agreement Form	21st March 2022 by 11:59 PM	LMS
Research placement presentation	Monday 9th May 2022, 4 – 7 pm.	Oral presentation/poster delivered to BPhil staff & community*
Research Portfolio	20th June 2022 by 11:59PM	LMS
Research Mentor's Report	20th June 2022 by 11:59 pm	Email to: bphilhons-studserv@uwa.edu.au

*online Zoom presentations may be held if social distancing requirements return

Late submission of work

- **Agreement Form** – students who do not submit the Agreement Form by the stipulated date may have their placement cancelled.

- **Research Presentation** – students must attend and present on the allocated date unless prior approval has been granted by the Academic Coordinator, or Special Consideration has been approved.

- **Research Portfolio** – Submissions beyond 7 days will not be accepted and the placement will be deemed Failed. Extensions will not be granted without prior approval and supporting documentation in accordance with University Policy on Special Consideration (UP11/23).

Agreement Form

After discussing with your research mentor the tasks and activities that you will undertake during your placement, provide a one or two sentence description of the research topic / research problem, then list the specific activities that you will undertake and provide a time estimate for each. Indicate how each activity will address the key learning outcomes. **See the example below**.

Due Date: 21st March, 2022. Submission via the LMS > Assessment > Agreement Form

Requirements: Download and complete the GCRL2000 Agreement Form word document, available on LMS > Assessment. In Part 6 outline the activities to be undertaken as per the below example (attach an additional page if necessary). Sign the form and have your academic mentor sign the form*****. Return the form via the LMS.

*an email from your research mentor to the unit coordinator bphilhons-studserv@uwa.edu.au will suffice in lieu of a physical signature

Example:
Sperm processing is an essential step during fertility treatments such as IVF, but can cause oxidative stress leading to sperm DNA damage, which negatively impact fertility treatment outcomes. The research is investigating ways to reduce the damage caused to sperm during processing.

Description of Activity	Time	Learning Outcome(s)
Laboratory safety induction	1 hour	d
Journal club – read allocated article, attend and discuss paper with research group	3 x 2 hour	a, b, c
Lab group meetings – meeting with supervisors, honours and PhD student to discuss progress of experiments, practices presentations and review students' papers. Occurs on alternate week to journal club	3 x 2 hours	a, b, c
Assist Honours student with running of antioxidant experiments, prepare density gradient media, antioxidant solutions, learn to use Muse analyser and run calibrations, keep records in laboratory book.	1 day x 8 weeks = 60 hrs	a, c, d
Attend Scientists in Reproductive Technology postgrad expo 30th May 6 – 8:30pm	2.5 hrs	c

BPhil Research Placement Presentation

The task is to explain the research that you are involved in, using language appropriate to a non-specialist audience. This is designed to improve your academic, presentation, and research communication skills. It will either be in the form of a Three Minute Thesis (3MT) presentation or presented as an electronic poster (depending on enrolment numbers and venues available).

The (3MT) presentation will last for three minutes, use a single slide and be followed by 2 – 3 minutes of questions. The electronic poster follows the same format but multiple students will present at the same time, and the audience moves from poster to poster.

All students will receive feedback on their presentation.

Due Date: Monday 9th May, 2022. A program will be distributed close to the presentations.

Requirements:

- Submit the presentation title to Claire Hadley claire.hadley@uwa.edu.au at least 2 weeks prior to the date of the presentation.
- Prepare one PowerPoint slide. Animation may be used.
- Bring the slide on a USB and load onto the presentation desktop at least 10 minutes prior to the start of the timeslot**

** online presentations by Zoom may be held if social distancing requirements return.

In preparing your presentation consider the following:

- Write for your audience – avoid jargon, explain important concepts, highlight the significance/relevance of the research topic/problem.
- Tell a story – consider using an opener to catch the audiences' attention, then highlight the different points and have a summary to restate the importance. Try to leave the audience with an understanding of what the problem is, what you (or your group) are doing and why it is important.

Examples of Three Minute Thesis presentations can be found at:
https://www.postgraduate.uwa.edu.au/students/resources/3mt

Research Portfolio

A research portfolio is a collection and critical reflection on the activities undertaken during the research placement. It is used to demonstrate your learning and skills development. It should not be thought of simply as an assessment task. A well-developed and maintained portfolio will provide a useful tool to draw upon and provide evidence of your skills and experiences when applying for scholarships, internships and jobs. For those students moving into professional degrees such as the Masters of Professional Engineering and the MD program that include development of professional portfolios as part of the course, this will provide useful practice in documenting and reflecting on your experiences.

Start creating a draft Portfolio as soon as you start your placement; you can use any document style you wish but for submission it must be a PDF or a Word doc. Use the Portfolio to store your notes, documents, readings, images and reflections.

Due Date: 20th June 2022 by 11:59pm. Submit via LMS > Assessment > Research Portfolio.

Requirements: Your Portfolio should be between 1000-1500 words and include:

- Research Overview: a brief overview of the research topic / area that you are involved in. That is, describe the background to the research, the overall aims and any specific aims of

the component you are involved in, the importance/significance of the work – what does it contribute to theory or practice in the field?

- Research activities: a summary of the activities that you engaged in with a particular focus on those agreed to in your Agreement Form. For each activity provide a description of what you did, provide some evidence or examples (e.g. links to reports, papers or abstracts that you have read or written; date and brief summary of seminars / discussions / meetings attended; photo of experiment set-up where appropriate).
- A reflection on your involvement. That is, what did you learn from the experience; how could what you have learned be applied or be useful to later study and/or career? Did you face any difficulties with the research placement (expected or unexpected)? Did things go to plan? Why / why not?

Research Mentor's Report

Please download the report form from the LMS and provide to your mentor (the form is also available at the end of this document). Mentors are asked to evaluate your participation and achievement in the research placement in relation to the learning outcomes. Mentors are encouraged to discuss their report with you prior to submission directly to the BPhil Office via email (bphilhons-studserv@uwa.edu.au). It is the student's responsibility to ensure that the report form is submitted to the BPhil Office by the stipulated deadline.

Due Date: 20th June, 2022.

Responsibilities of Students

Time commitment - 75 hours active participation

- It is very important to discuss and negotiate your time availability with your research mentor very early in the process and prior to the submission of the Agreement Form. You need to be able to dedicate sufficient time each week to your placement.
- Some placements may have particular time requirements, for example, the running of an experiment may take 3 or 4 hours and might also need set-up and set-down time. If you do not have a clear day in your timetable, this type of activity may not be suitable. Attendance at School seminars may occur on a set day and time each week; if this is an agreed activity you need to ensure that you are available to attend.

Absences

- Notify your mentor (and other staff and students involved in your placement) if you are going to be absent. Absences should be for valid reasons only such as illness and exceptional and unavoidable circumstances. If you know you will have a heavy assignment load at a particular time of semester, factor that in when negotiating your placement. Please respect the resources and effort that have gone into providing you with a research placement.

Withdrawal from placement

- If you are unable to dedicate sufficient time or if a placement is affected by unforeseen circumstances beyond your control you are advised to defer your placement until a later semester.
- Last day to withdraw without academic penalty. Please refer to: http://www.student.uwa.edu.au/course/dates
- Students who withdraw after the last date for withdrawal without academic penalty will receive an Ungraded Fail, unless Special Consideration or other mitigating circumstances apply (e.g. unforeseen mentor absence, equipment breakdown, delay in ethics approval).

Prioritising other academic or regular extra-curricular commitments over the Research Placement is not grounds for Special Consideration.

Conflict

- If you are in conflict with your mentor or other member of the research group, you must discuss the matter immediately with Dr Kathy Sanders or Dr Phoebe Spencer. We try to ensure that conflicts do not arise, but if they do there is more than one avenue open to you to seek advice and support.

Charter of Student Rights and Responsibilities

This Charter of Student Rights and Responsibilities upholds the fundamental rights of students who undertake their education at the University of Western Australia.

It recognises that excellence in teaching and learning requires students to be active participants in their educational experience. It upholds the ethos that in addition to the University's role of awarding formal academic qualifications to students, the University must strive to instil in all students independent scholarly learning, critical judgement, academic integrity and ethical sensitivity.

Please refer to the website the full charter of student rights and responsibilities, located at http://www.secretariat.uwa.edu.au/home/policies/charter

Student Guild contact details

The University of Western Australia Student Guild
35 Stirling Highway
Crawley WA 6009
Phone: (+61 8) 6488 2295
Facsimile: (+61 8) 6488 1041
E-mail: hello@guild.uwa.edu.au
Website: http://www.guild.uwa.edu.au

Ethical Scholarship, Academic Literacy and Academic Misconduct

"Ethical scholarship is the pursuit of scholarly enquiry marked by honesty and integrity.

Academic Literacy is the capacity to undertake study and research, and to communicate findings and knowledge, in a manner appropriate to the particular disciplinary conventions and scholarly standards expected at university level.

Academic misconduct is any activity or practice engaged in by a student that breaches explicit guidelines relating to the production of work for assessment, in a manner that compromises or defeats the purpose of that assessment. Students must not engage in academic misconduct. Any such activity undermines an ethos of ethical scholarship. Academic misconduct includes, but is not limited to cheating, or attempting to cheat, through:

- Collusion

- Inappropriate collaboration
- Plagiarism
- Misrepresenting or fabricating data or results or other assessable work
- Inappropriate electronic data sourcing/collection
- Breaching rules specified for the conduct of examinations in a way that may compromise or defeat the purposes of assessment.

Penalties for academic misconduct vary according to seriousness of the case, and may include the requirement to do further work or repeat work; deduction of marks; the award of zero marks for the assessment; failure of one or more units; suspension from a course of study; exclusion from the University, non-conferral of a degree, diploma or other award to which the student would otherwise have been entitled. "

Refer to the University Policy: Academic Conduct (UP07/21)

Review and Appeals of Academic Decisions

If a student feels they have been unfairly assessed, the student may request a review of the academic decision relating to them, and to appeal if they are dissatisfied with the outcome of the review.

Please note that students are strongly encouraged to first seek informal feedback on the decision from the unit coordinator, or decision maker, before lodging a formal review request.

However please note that in most cases the request for formal review must be lodged within 10 days of the receipt of release of results / decision.

Please see the following site for information about the process and the required forms:

http://www.governance.uwa.edu.au/committees/appeals-committee/review-and-appeal-of-academic-decisions-relating-to-students

Refer to the University Policy on Review and Appeal of Academic Decisions Relating to Students

Insurance, Resources, Intellectual Property, Research Ethics

- Students are covered by UWA insurance while on placements provided the placement is authorized by the Academic Coordinator and the placement is unpaid. Placement hosts requiring evidence of insurance coverage (e.g. off-campus placements) should contact the Academic Coordinator.

- Resourcing is at the research mentor's discretion; it would be helpful to record resource requirements where appropriate.

- University policies and guidelines relating to intellectual property and research apply.

APPENDIX A: Research Mentor's Report

Name of Student:_____ **Name of Mentor:** _____

Signature of Mentor:_____ **Date:** _____

Please indicate your assessment of the student's performance with regards to the following learning outcomes of the Research Placement. Please tick the appropriate box and provide comments to assist understanding of your evaluation. Mentors are encouraged to discuss their evaluations with their mentees.

The student works collaboratively and effectively with the research mentor and/or within a research team.	Needs Development	Developing Well
• Works respectfully, sensitively and confidentially. • Regular and reliable attendance at set activities. • Is proactive in seeking advice where necessary. • Accepting of constructive feedback.		
Comments		

The student demonstrates understanding of a contemporary research problem including its theoretical context and methodology.	Needs Development	Developing Well
• Able to explain theoretical and methodological concepts in written and/or oral form. • Is able to situate the activities undertaken during the placement in the broader research scheme.		
Comments:		

Student demonstrates ability in some research methods relevant to the discipline.	Needs Development	Developing Well
• Keeps appropriate records of work undertaken (e.g. lab books, discussion note book). • Work is of adequate quality. • Shows ability to work independently following limited instruction.		
Comments:		

Any other comments: