

## Using this calendar

*Customise this calendar for your own use:*

- ★ **Add due dates for coursework assessment**
- ★ **Mark start and end of data collection period (for empirical projects)**
- ★ **Make deadlines for yourself for specific tasks, in consultation with your supervisor**
- ★ **Consult with your supervisor about ethics approval and decide on a HEAG meeting date to submit to.**
  - For more information on the ethics application process and SPH Human Ethics Advisory Group meeting dates, go to:  
<http://www.sph.unimelb.edu.au/ethics>
- ★ **Break the work up into small, specific tasks**
  - make a weekly timetable to plan when you will do them.
- ★ **Plan by working backwards from the final due date**
  - this will show when things need to be finished by
- ★ **Have regular meetings with your supervisor**
  - Do the tasks set by your supervisor before the meeting
  - If you want your supervisor to read and comment on something, send it several days before the meeting
  - Don't cancel meetings just because you haven't done the work, go along and discuss any difficulties with your supervisor.
  - If you don't know how to do something, ask for help



THE UNIVERSITY OF  
MELBOURNE

# School of Population Health Advanced Medical Science Calendar 2007 - 2008

The Faculty of Medicine, Dentistry and Health Sciences

*Advice on all the major stages and milestones*

*Add your own notes and important dates*



Learning research skills | Conduct initial literature review | Submission of ethics applications | Data collection

Prepare project outline | Refine research question | Critical analysis

July	August	September	October
<b>July 9</b> research subjects commence <b>July 24 - 27</b> AMS Study Skills Week	<b>August 20</b> project outline to Faculty AMS office		<b>October 26</b> end semester 2 teaching period (if applicable)

Discuss the use of this time with your supervisor

Your supervisor will assist with this

**START!**  
July 9

**July 9** SPH AMS orientation lunch "The Hub"  
Level 4, 207 Bouverie St, 1:00pm to 2:00pm

**November 13** Student pizza lunch "The Hub"  
Level 4, 207 Bouverie St, 1:00pm to 2:00pm  
(prior to Writing Skills Workshop 1)

**February 11-13** Morning teas and Lunch to coincide with February Work in Progress Presentations

**May 30** SPH AMS Conference

Social functions

# School of Population Health Advanced Medical Science Calendar 2007 - 2008

The Faculty of Medicine, Dentistry and Health Sciences

It's your job to submit this!

November
<b>November 12 (2:00 - 3:30 pm)</b> SPH AMS Writing Skills Workshop 1 <b>November 12</b> 1st progress report <b>November 16</b> semester 6 ends

Official Break

December

January
<b>January 21</b> semester 7 starts

Print and bind | Submit | Draft individual chapters

Prepare conference presentation | Revise draft using supervisor's comments | Prepare progress report | Develop a chapter plan | SPH work in progress oral presentations

May	April	March	February	January
<b>May 23</b> final report submission <b>May 30</b> SPH AMS conference	<b>April 7</b> final progress report <b>April 28</b> full draft due	<b>March (dates TBA)</b> SPH AMS Writing Workshops 2 & 3	<b>February 4 (2:00 - 3:30 pm)</b> SPH AMS Presentation Skills Workshop <b>February 11 &amp; 12</b> SPH AMS Work in progress oral presentations	<b>January 21</b> semester 7 starts

**Finish!**