



Policy on School of Public Health research students undertaking coursework as part of a research degree

Purpose:

This policy outlines the procedures and conditions attached to School of Public Health research degree students' entitlement for undertaking coursework units of study as part of their research degree at no additional cost.

The School of Public Health recognizes that research degree students can benefit from undertaking coursework units of study that provide them with foundation knowledge in public health research methods. School of Public Health research students are entitled to enroll in a limited number of coursework units at no additional cost to assist their candidature as a research student.

This policy also applies to research students in the Faculty of Medicine but outside the School of Public Health wishing to undertake coursework units from the Master in Qualitative Health Research.

Policy:

The following policy outlines the procedures and conditions attached to this entitlement for SPH research degree students.

1. A limit of twelve (12) credit points' worth of coursework units is permitted, per student, per the full term of their candidature.
2. Any student wishing to undertake coursework units for academic credit in excess of the limit (12 units) must also obtain permission from the Head of School, after providing acceptable reasons for enrolling in more units.
3. Research students enrolled in a full-time research degree are not permitted to enroll in more than 12 credit points of coursework units in any one semester.
4. Research candidates enrolling in approved coursework units as part of their research degree will not incur an additional fee for these units.
5. Research students undertaking coursework units are required to enroll and should attend unit lectures and tutorials and complete all assessment tasks (including assignments and/or examinations).
6. Research students' final marks and grades from undertaking coursework units, including Fail and Absent Fail, will be recorded on their official university transcript.

Procedures for enrolling in coursework units:

1. Research candidates wishing to undertake units of study in coursework programs in the School are required to complete the “Research Students Undertaking Coursework” form, and have it signed by their research supervisor, advising that completion of the specified coursework unit(s) will directly assist the student’s research degree.

2. The research candidate must then seek approval to attend classes from the Unit Coordinator of the specified unit(s). The Unit Coordinator(s) will then sign the “Research Students Undertaking Coursework” form and submit it to the School of Public Health Post-graduate Research Coordinator for final approval.

NOTE: Research students in the Faculty of Medicine wishing to undertake units from the Master of Qualitative Health Research are required to complete the “Application for units from the Master in Qualitative Health Research to be undertaken by Research students in the Faculty of Medicine”. Step 2 above is omitted.

3. Once the form has been completed, it needs to be sent to the Faculty of Medicine Post-graduate Student Unit, so the student can be enrolled in the approved units of study.

Associated procedures and/ or forms:

“Research Students Undertaking Coursework” form to be used for this process.

Proposed by:

Professor Simon Chapman for the SPH Research Committee
Amendments: Jo Lander, Director, Teaching and Learning

Approved by:

Professor Glenn Salkeld, Head of School

Approved on:

4 March 2009

Review date:

March 2011