



# MEDI7047

## Research Project Management

Session 2, Special circumstances, North Ryde 2021

*Medicine, Health and Human Sciences Faculty level units*

### Contents

<u>General Information</u>	2
<u>Learning Outcomes</u>	2
<u>General Assessment Information</u>	3
<u>Assessment Tasks</u>	4
<u>Delivery and Resources</u>	5
<u>Policies and Procedures</u>	6

#### Disclaimer

Macquarie University has taken all reasonable measures to ensure the information in this publication is accurate and up-to-date. However, the information may change or become out-dated as a result of change in University policies, procedures or rules. The University reserves the right to make changes to any information in this publication without notice. Users of this publication are advised to check the website version of this publication [or the relevant faculty or department] before acting on any information in this publication.

#### Session 2 Learning and Teaching Update

The decision has been made to conduct study online for the remainder of Session 2 for all units WITHOUT mandatory on-campus learning activities. Exams for Session 2 will also be online where possible to do so.

This is due to the extension of the lockdown orders and to provide certainty around arrangements for the remainder of Session 2. We hope to return to campus beyond Session 2 as soon as it is safe and appropriate to do so.

Some classes/teaching activities cannot be moved online and must be taught on campus. You should already know if you are in one of these classes/teaching activities and your unit convenor will provide you with more information via iLearn. If you want to confirm, see the list of [units with mandatory on-campus classes/teaching activities](#).

Visit the [MQ COVID-19 information page](#) for more detail.

## General Information

Unit convenor and teaching staff Jennifer Rowland <a href="mailto:jen.rowland@mq.edu.au">jen.rowland@mq.edu.au</a>
Credit points 10
Prerequisites Admission to MRes
Corequisites
Co-badged status
Unit description In this unit you will review the key stages of a scientific/medical research project, from conception to completion. Topics covered will include: project design and planning; establishing key project contributors; launching a project; managing a project underway; troubleshooting and dealing with change; record keeping; communicating and networking; publishing; and project completion. These topics will be explored in the context of short (1 year) and long (3 year) classical academic research projects. In completing this course, you will develop a clear understanding of how to deliver a research project from start to finish. Special guest lecturers will also provide insight to research projects in different contextual settings.

## Important Academic Dates

Information about important academic dates including deadlines for withdrawing from units are available at <https://www.mq.edu.au/study/calendar-of-dates>

## Learning Outcomes

On successful completion of this unit, you will be able to:

**ULO1:** Describe how to design and deliver a project plan.

**ULO2:** Critically evaluate components and deliverables of a project.

**ULO3:** Apply understanding of project management techniques in selected disciplinary practice.

**ULO4:** Evaluate best project troubleshooting approaches and the required associated steps.

**ULO5:** Describe the coordination of a research project with a diverse multidisciplinary team.

**ULO6:** Demonstrate skills in communication and self-directed learning.

## General Assessment Information

### General Assessment Information

Grade descriptors and other information concerning grading are contained in Schedule 1 of the Macquarie University Assessment Policy, which is available at: <https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/assessment>.

Further details for each assessment task will be available on iLearn.

All final grades in the Masters of Research are determined by a grading committee and are not the sole responsibility of the Unit Convenor.

Students will be awarded a final grade plus a Standardised Numerical Grade (SNG). The SNG is not necessarily a summation of the individual assessment components. The final grade and SNG that are awarded reflect the corresponding grade descriptor in the Grading Policy.

To pass this unit, students must demonstrate sufficient evidence of achievement of the learning outcomes, attempt all assessment tasks, meet any ungraded requirements including professionalism and achieve an SNG of 50 or better.

### Student Professionalism

In the Faculty of Medicine and Health Sciences, professionalism is a key capability embedded in all our courses. As part of developing professionalism, students are expected to attend all small group interactive sessions including tutorials, as well as clinical- and laboratory-based practical sessions.

Furthermore, lectures and seminars are key learning activities that you are expected to attend throughout completion of the Masters of Research. While audio recordings and lecture slides may be made available following these large group sessions, it is important to recognise that such resources are a study aid and should not be considered an alternative to lecture or seminar attendance.

Students are required to attend a minimum of 80% of all small group interactive sessions. Students that do not meet this requirement may be deemed unable to meet expectations regarding professionalism and may be referred for disciplinary action (which may include exclusion from assessments and unit failure).

Similarly, as part of developing professionalism, students are expected to submit all work by the due date. Applications for assessment task extensions must be supported by appropriate evidence and submitted via [www.ask.mq.edu.au](http://www.ask.mq.edu.au). For further details please refer to the Special Consideration Policy available at <https://students.mq.edu.au/study/my-study-program/special-consideration>.

## Late Submission

All assignments that are officially received after the due date, and where no extension or special consideration has been granted, will incur a deduction of 5% per day, including weekends and public holidays and the actual day received. This will continue up until 10 days after due date, after which the assignment if submitted will be awarded a mark of zero. For example:

Due date	Received	Days late	Deduction	Raw mark	Final mark
Friday 14th	Monday 17th	3	15%	75%	60%

## Assessment Tasks

Name	Weighting	Hurdle	Due
<u>Ethics and Safety Review</u>	20%	No	Week 3
<u>Retrospective review of a doctoral thesis</u>	40%	No	Week 8
<u>Project Cycle Analysis</u>	40%	No	Week 13

### Ethics and Safety Review

Assessment Type <sup>1</sup>: Case study/analysis

Indicative Time on Task <sup>2</sup>: 14 hours

Due: **Week 3**

Weighting: **20%**

Choose a project from the exemplars and outline key ethical and safety concerns for the work.

On successful completion you will be able to:

- Describe how to design and deliver a project plan.
- Critically evaluate components and deliverables of a project.

### Retrospective review of a doctoral thesis

Assessment Type <sup>1</sup>: Case study/analysis

Indicative Time on Task <sup>2</sup>: 30 hours

Due: **Week 8**

Weighting: **40%**

Review a doctoral thesis by publication from your discipline to determine what the project plan may have retrospectively involved.

On successful completion you will be able to:

- Critically evaluate components and deliverables of a project.
- Apply understanding of project management techniques in selected disciplinary practice.
- Evaluate best project troubleshooting approaches and the required associated steps.
- Describe the coordination of a research project with a diverse multidisciplinary team.
- Demonstrate skills in communication and self-directed learning.

## Project Cycle Analysis

Assessment Type <sup>1</sup>: Design Task

Indicative Time on Task <sup>2</sup>: 30 hours

Due: **Week 13**

Weighting: **40%**

Complete a graphical presentation of the project cycle in your discipline. Highlight at least three issues that might impact the project at any stage of the cycle, and outline approaches that might be taken to troubleshoot these issues as they arise.

On successful completion you will be able to:

- Describe how to design and deliver a project plan.
- Critically evaluate components and deliverables of a project.
- Apply understanding of project management techniques in selected disciplinary practice.
- Evaluate best project troubleshooting approaches and the required associated steps.
- Demonstrate skills in communication and self-directed learning.

---

<sup>1</sup> If you need help with your assignment, please contact:

- the academic teaching staff in your unit for guidance in understanding or completing this type of assessment
- the [Writing Centre](#) for academic skills support.

<sup>2</sup> Indicative time-on-task is an estimate of the time required for completion of the assessment task and is subject to individual variation

## Delivery and Resources

### Coronavirus (COVID-19) Update

Please check here for updated delivery information: [https://ask.mq.edu.au/account/pub/display/unit\\_status](https://ask.mq.edu.au/account/pub/display/unit_status)

This is a special circumstance offering of MEDI7047 Research Communications which is aimed to accommodate remote teaching due to COVID-19 pandemic impacts. Students require access to computer technology sufficient to regularly access the Faculty MEDI7047 iLearn webpage via the internet. Some assessments will require video/audio capture technology.

## Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central](https://policies.mq.edu.au) (<https://policies.mq.edu.au>). Students should be aware of the following policies in particular with regard to Learning and Teaching:

- [Academic Appeals Policy](#)
- [Academic Integrity Policy](#)
- [Academic Progression Policy](#)
- [Assessment Policy](#)
- [Fitness to Practice Procedure](#)
- [Grade Appeal Policy](#)
- [Complaint Management Procedure for Students and Members of the Public](#)
- [Special Consideration Policy](#)

Students seeking more policy resources can visit [Student Policies](https://students.mq.edu.au/support/study/policies) (<https://students.mq.edu.au/support/study/policies>). It is your one-stop-shop for the key policies you need to know about throughout your undergraduate student journey.

To find other policies relating to Teaching and Learning, visit [Policy Central](https://policies.mq.edu.au) (<https://policies.mq.edu.au>) and use the [search tool](#).

## Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: <https://students.mq.edu.au/admin/other-resources/student-conduct>

## Results

Results published on platform other than [eStudent](#), (eg. iLearn, Coursera etc.) or released directly by your Unit Convenor, are not confirmed as they are subject to final approval by the University. Once approved, final results will be sent to your student email address and will be made available in [eStudent](#). For more information visit [ask.mq.edu.au](https://ask.mq.edu.au) or if you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto:globalmba.support@mq.edu.au)

## Student Support

Macquarie University provides a range of support services for students. For details, visit <http://students.mq.edu.au/support/>

## Learning Skills

Learning Skills ([mq.edu.au/learningskills](https://mq.edu.au/learningskills)) provides academic writing resources and study strategies to help you improve your marks and take control of your study.

- [Getting help with your assignment](#)
- [Workshops](#)
- [StudyWise](#)

- [Academic Integrity Module](#)

The Library provides online and face to face support to help you find and use relevant information resources.

- [Subject and Research Guides](#)
- [Ask a Librarian](#)

## Student Services and Support

Students with a disability are encouraged to contact the [Disability Service](#) who can provide appropriate help with any issues that arise during their studies.

## Student Enquiries

For all student enquiries, visit Student Connect at [ask.mq.edu.au](http://ask.mq.edu.au)

If you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto:globalmba.support@mq.edu.au)

## IT Help

For help with University computer systems and technology, visit [http://www.mq.edu.au/about\\_us/offices\\_and\\_units/information\\_technology/help/](http://www.mq.edu.au/about_us/offices_and_units/information_technology/help/).

When using the University's IT, you must adhere to the [Acceptable Use of IT Resources Policy](#). The policy applies to all who connect to the MQ network including students.