



MEDI7047

Research Project Management

Session 2, In person-scheduled-weekday, North Ryde 2023

Macquarie Medical School

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General Information

Unit convenor and teaching staff

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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

Grade descriptors and other information concerning grading are contained in the [Macquarie University Assessment Policy](#).

All final grades are determined by a grading committee, in accordance with the Macquarie University Assessment Policy, and are not the sole responsibility of the Unit Convenor.

Students will be awarded a final grade and a mark, which must correspond to the grade descriptors specified in the [Assessment Procedure](#) (clause 128).

To pass this unit, you must demonstrate sufficient evidence of achievement of the learning outcomes, meet any ungraded requirements, and achieve a final mark of 50 or better.

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

Late Submissions

Unless a Special Consideration request has been submitted and approved, a 5% penalty (OF THE TOTAL POSSIBLE MARK) will be applied each day a written assessment is not submitted, up to the 7th day (including weekends). After the 7th day, a grade of '0' will be awarded even if the assessment is submitted. Submission time for all written assessments is set at 11.55pm. A 1-hour grace period is provided to students who experience a technical concern.

For example:

Number of days (hours) late	Total Possible Marks	Deduction	Raw mark	Final mark
1 day (1-24 hours)	100	5	75	70
2 days (24-48 hours)	100	10	75	65
3 days (48-72 hours)	100	15	75	60
7 days (144-168 hours)	100	35	75	40
>7 days (>168 hours)	100	—	75	0

Late submission of time sensitive tasks, such as timetabled tests/exams, scheduled performance assessments/presentations, scheduled practical assessments/labs, will be addressed by the unit convenor in a Special consideration application.

Special Consideration

If you are unable to complete an assessment task on or by the specified date due to circumstances that are unexpected, unavoidable, significantly disruptive and beyond your control, you may apply for special consideration in accordance with the [Special Consideration Policy](#). Applications for special consideration must be supported by appropriate evidence and submitted via ask.mq.edu.au.

Assessment Tasks

Name	Weighting	Hurdle	Due
Ethics, Integrity and Practice Quiz	20%	No	Week 3
Retrospective review of a doctoral thesis	40%	No	Week 9
Project Cycle Analysis	40%	No	Week 13

Ethics, Integrity and Practice Quiz

Assessment Type ¹: Quiz/Test

Indicative Time on Task ²: 14 hours

Due: **Week 3**

Weighting: **20%**

Complete quiz on ethics, integrity and practice.

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.
- Describe the coordination of a research project with a diverse multidisciplinary team.

Retrospective review of a doctoral thesis

Assessment Type ¹: Case study/analysis

Indicative Time on Task ²: 30 hours

Due: **Week 9**

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 ¹: Design Task

Indicative Time on Task ²: 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.

¹ 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.

² 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

As a student enrolled in this unit, you will engage in a range of online and face-to-face learning activities, including practical research placement, workshops, and online modules. Details can be found on the iLearn site for this unit.

Recommended Readings

There is no textbook for this unit. Some recommended reading is provided in the weekly material on the iLearn site for this unit.

Technology Used

Active participation in the learning activities throughout the unit will require students to have access to a tablet, laptop or similar device. Students who do not own their own laptop computer may borrow one from the university library.

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](#)
- [Assessment Procedure](#)
- [Complaints Resolution 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 or if you are a Global MBA student contact globalmba.support@mq.edu.au

Academic Integrity

At Macquarie, we believe [academic integrity](#) – honesty, respect, trust, responsibility, fairness and

courage – is at the core of learning, teaching and research. We recognise that meeting the expectations required to complete your assessments can be challenging. So, we offer you a range of resources and services to help you reach your potential, including free [online writing and maths support](#), [academic skills development](#) and [wellbeing consultations](#).

Student Support

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

The Writing Centre

[The Writing Centre](#) provides resources to develop your English language proficiency, academic writing, and communication skills.

- [Workshops](#)
- [Chat with a WriteWISE peer writing leader](#)
- [Access StudyWISE](#)
- [Upload an assignment to Studiosity](#)
- [Complete the 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

Macquarie University offers a range of [Student Support Services](#) including:

- [IT Support](#)
- [Accessibility and disability support](#) with study
- Mental health [support](#)
- [Safety support](#) to respond to bullying, harassment, sexual harassment and sexual assault
- [Social support including information about finances, tenancy and legal issues](#)
- [Student Advocacy](#) provides independent advice on MQ policies, procedures, and processes

Student Enquiries

Got a question? Ask us via [AskMQ](#), or contact [Service Connect](#).

IT Help

For help with University computer systems and technology, visit 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.