

ILP - Work Contract – 2008/2009

This form is to be completed by the supervisor and the student. Please make sure that all sections are completed, signed and dated by the ILP supervisor, ILP student and the head of School/Unit/ Institute. A signed copy of this completed contract must be forwarded to ILP Coordinator, c/o the Dean's Office, Faculty of Medicine, UNSW, Sydney 2052 (or faxed to 9385 1874) by Friday 6th June 2008.

Title:

Supervisor (please print):

Student (please print):

Student number:

Human (HREC) and/or Animal (ACEC) ethics approval number(s):

Assessment Deadlines:

ILP1: Contract returned	Friday 6 th June 2008
Literature Review	Friday 11 th July 2008
Supervisor's Report	Friday 18 th July 2008
ILP2: Supervisor's Report	Friday 14 th November 2008
ILP3: Final Report	Friday 13 th March 2009
Supervisor's Report	Friday 20 th March 2009
Examiner's Report	Friday 27 th March 2009

Project time line and Planning:

Proposed Date

Draft Literature Review
Anticipated completion of collection:
Anticipated completion of data analysis
Presentation of project to peers.
Draft final Report.

Anticipated Absences of Supervisor:

Anticipated Absences of Student: *In 2008 all ILP students are entitled to UNSW sessional recesses. Students are advised to discuss the specific demands of their project when planning the exact timing of their recess, some degree of flexibility should be entertained as long as the overall commitment is consistent with 32 weeks in duration. Specific dates are included in the accompanying ILP Planner.*

Nominated units of Extra Faculty study: *Enrolment in the ILP and courses from outside the Faculty of Medicine are independent. Students are advised to discuss the logistics and timing issues of these courses with their supervisor*

Extent and timing of student / supervisor interactions: *Your answer should include an indication of the face-to-face contact hours per week, the extent of assistance provided and a proposed time for regular (preferably weekly) meetings. Weekly meetings should be regarded as an opportunity to review how the project is progressing and the level of*

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participation in collegial activities. Both the student and supervisor should sign the student journal at these meetings (see below).

Participation in collegial activities (ILP Journal): Students should participate in at least one such activity (eg. Departmental seminars, journal clubs, discussion groups) per week, participation is to be recorded in a journal entry that includes brief notes (~1/3 page) indicating the date, time and content discussed. This journal should be signed by the supervisor at each of the scheduled meetings. A dated ILP journal will be provided to all students, this journal may be requested when reviewing the progression of a student.

Activity	Date / Regularity
Eg Departmental seminar	Weekly Tuesday – 1-2 pm
Lab meeting	Friday 3-5 pm

Resources and facilities available for the project: (eg. specific tools, equipment, desk space, databases, software, computing or other such facilities necessary for the successful completion of the project).

Have all practicable measures been put in place to inform the students of their occupational health and safety (OHS) responsibilities?

Although the principal responsibility for OHS lies with the ILP supervisor, all students will, as part of the ILP induction process, be introduced to the legislative framework and the application of UNSW OHS guidelines. A copy of the UNSW guidelines will be supplied to each student; project specific instructions must be provided by the supervisor.

Supervisor's signature:

Date:

Student's signature:

Date:

Head of School/Unit/Institute

Date:

All amendments should be initialled and dated by the supervisor and the student. Substantial amendments should be supported by explanatory notes that are initialled and dated.