February 2016

**Negotiating a Rural ILP**

Independent Learning Projects (ILPs) are offered at all Rural Clinical School (RCS) campuses which include Albury-Wodonga, Coffs Harbour, Griffith, Port Macquarie, Sydney and Wagga Wagga. Students can email the School’s Head of Research, A/Prof Craig McLachlan, who is based at the Sydney campus for advice about project selection - cmac@unsw.edu.au. Please provide a contact number to permit a return phone call.

Students interested in undertaking an ILP at a RCS should negotiate a project with the prospective supervisor. As projects need to be submitted by Supervisors between April and June, it is suggested students negotiate a project by May the year prior commencement. A/Prof McLachlan must be contacted to confirm project suitability and students are also encouraged to discuss projects with the Head of Campus where they wish to undertake their ILP. Please note that intervention studies will not be permitted, for clarification please contact A/Prof McLachlan.

When undertaking the ILP, students must be located at a UNSW campus (either rural or Sydney), ILPs at other locations are not permitted under the ILP guidelines. Contact details for each campus are listed on the RCS website - http://rcs.med.unsw.edu.au/independent-learning-projects-ilp.

**Projects Requiring Ethics Approval**

In most cases ILPs will require ethics approval. It is the supervisor’s responsibility to ensure that appropriate ethics approval is sought however students should provide assistance where required. The Faculty will not grant special consideration to any student whose final report is late due to delays in gaining ethics approval therefore it is important that the ethics application process is commenced as early as possible. UNSW researchers cannot apply for retrospective ethics therefore ethics approval must be received prior to the commencement of the ILP in February.

There are some situations where a project will not require ethics approval. If a supervisor or student requires assistance they can contact the Head of Campus, A/Prof McLachlan or the school’s research assistant, John Connors, email: john.connors@unsw.edu.au.

**Confirming a Negotiated Project**

Once a student has negotiated an ILP the ILP application form must be completed by the supervisor (not the student.) The application form is available within eMed (under the ILP tab).
Please see the following link for more details including this year’s deadline (generally this will be in June) [https://medprogram.med.unsw.edu.au/independent-learning-project-ilp](https://medprogram.med.unsw.edu.au/independent-learning-project-ilp).

Please note that the RCS will only place negotiated projects on eMed.

**General Education Units**

Students are required to undertake 12 units of credit of general education courses prior to the start of Phase 3. Students are advised to enrol in 6 UoC extra courses in semester 1 and 2 concurrently with the ILP enrolment. Please be aware that for students receiving government payments such as youth allowance and/or payments for a scholarship, there may be implications with regards to eligibility for payments if you undertake these units during the summer term, or enrol in both units during one semester. Please contact Student Central and/or Centrelink for further information.

It is recommended that students at a rural campus complete online courses for their general education units. A list of general education courses can be found online here - [http://www.handbook.unsw.edu.au/vbook2015/brGenEdByFaculty.jsp](http://www.handbook.unsw.edu.au/vbook2015/brGenEdByFaculty.jsp), some courses are excluded as they are too closely related to the courses undertaken during the Medicine degree. Please keep in mind that online courses can fill up quickly. Students also have the option to complete cross-institutional studies; more information including the application form can be found here - [http://www.unsw.edu.au/future-students/non-award-short-courses/cross-institutional-study](http://www.unsw.edu.au/future-students/non-award-short-courses/cross-institutional-study). The Admissions Office (9385 3656) can provide advice on the enrolment process.

**Medicine Faculty Contact**

Ms Khanh Vo (ILP@unsw.edu.au) is the ILP and Honours Administrator. Students with concerns about the ILP year for example taking leave, failing a term etc are advised to contact Khanh.

**Student Attendance Policy**

- It is a requirement that all students are present during term time while completing their ILP.
- It is expected that students work on their ILP project for a minimum of 25 hours per week, Monday to Friday.
- Students are eligible to take the normal timetabled student vacation as detailed in the University Handbook/calendar.
- In exceptional circumstances students who need to work on their project during scheduled holidays may take an equivalent time off during term, but must first seek the written permission of the ILP committee.
- Under no circumstances can students take leave to travel overseas or interstate during term time (Monday to Friday). All leave of absence must receive authorisation from the ILP committee.
- Students may apply for leave to present their findings at a conference during term time but must submit their leave request to the ILP committee prior to registration and flight/accommodation booking. Leave will not be granted to students who are not presenting at
the conference.
- Students with unexplained absences during term time may not be allowed to submit their final report and will have to repeat the ILP.

The Role and Responsibilities of the ILP Student– Faculty Guidelines

The day-to-day supervision, assessment and running of individual ILPs is a responsibility that is shared by students and project supervisors. Responsibilities of the student are;

1. To attend the ILP induction session and OHS training as required.
2. To read and understand any relevant ethics application and approvals required for the project. Students may assist in the drafting of ethics applications but it is the supervisor's responsibility to take the lead role.
3. To actively participate in the drafting of an ILP-work contract. This contract will include a time-line detailing the steps that will facilitate the successful completion of an ILP project. This will be documented, agreed to and signed by the student and the supervisor (original to be retained by the supervisor, an electronic PDF copy should be submitted to eMed); amendments should be accompanied by explanatory notes that are initialled and dated (this need only be retained by the supervisor).
4. To actively participate in the ILP project for a minimum of 25 hours per week during the ILP. When attending gen-ed courses, students may only reduce their ILP hours by the number of hours of timetabled gen-ed classes.
5. To complete the ILP journal on a daily basis.
6. To complete the record of supervisors meeting.
7. To attend and satisfactorily complete ILP coursework modules.
8. To maintain regular contact with the supervisor, identify and undertake measures aimed at resolving problems as they arise and meet deadlines.
9. To keep the supervisor informed as to the overall progress in the ILP so that the supervisor can make an informed assessment of your progress in the ILP.
10. To provide draft and amended versions of the Literature Review for the supervisor to comment upon prior to submission of the final Literature Review.
11. To provide draft and amended versions of the Final Report for the supervisor to comment upon prior to submission of the Final Report.
12. To comply with the Occupational Health and Safety (OH&S) regulations relating to their environment and work practices.
13. To inform the ILP supervisor as soon as practicable of any accident, serious illness, emergency situation or similar circumstance affecting their progress in the ILP.
14. To notify the ILP supervisor and relevant UNSW administration of any unexpected/extended absence.
15. To actively participate in the collegial and scholarly activities particular to their environment. Such activities may include: research meetings, journal clubs and school seminars. A record of these activities should be recorded in the ILP Journal. This journal is to be viewed and signed by the ILP supervisor and student at their scheduled meeting.
16. To disclose to supervisor the timetable for all extra courses outside the Medicine program that are undertaken during ILP program. The timetable should be recorded in the ILP work contract. Any amendment to this requires an initialisation by the supervisor.
## Key Dates

Listed below are the key ILP dates. Please note these are approximate dates only, for a list of finalised dates please see the following link –

<table>
<thead>
<tr>
<th>Month</th>
<th>Event</th>
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<tbody>
<tr>
<td>April (year prior to ILP commencement)</td>
<td>The ILP application form is available within eMed (contact A/Prof McLachlan prior to submitting application)</td>
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<tr>
<td>June (year prior to ILP commencement)</td>
<td>Deadline for ILP applications to be submitted by supervisor</td>
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<td>August (year prior to ILP commencement)</td>
<td>Due date for ILP Student form (student to complete in eMed)</td>
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<td>End of year prior to ILP commencement</td>
<td>Submit ethics application</td>
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<tr>
<td>Mid-February</td>
<td>ILP Commencement Date and Induction for students (ethics approval should be obtained by this time)</td>
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<tr>
<td>March</td>
<td>Peer Mentoring Group Session #1</td>
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<td>March</td>
<td>ILP Contract Due</td>
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<td>April</td>
<td>Mid-Semester Break (1 week)</td>
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<tr>
<td>April</td>
<td>ILP Literature Review Report Due (submitted on eMed)</td>
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<td>May</td>
<td>Supervisor Assessment Report Due</td>
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<tr>
<td>May</td>
<td>Peer Mentoring Group Session #2</td>
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<tr>
<td>June</td>
<td>Quantitative &amp; Qualitative Research Method Lecture</td>
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<tr>
<td>June/July</td>
<td>Mid-Year Recess (3 weeks)</td>
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<td>August/September</td>
<td>Peer Mentoring Group Session #3</td>
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<td>September</td>
<td>3MT Competition</td>
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<td>October</td>
<td>Final Report Due (submitted on eMed)</td>
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<td>October</td>
<td>Clinical Transition Commencement Date</td>
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<td>November</td>
<td>Supervisor and Examiner Report Due</td>
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## RCS Student Peer Support and Information Sessions

In the past, an induction for students located at rural campuses has been co-ordinated each year by Mr John Connors. John also conducts a session in relation to basic qualitative and basic quantitative research methods.

During the ILP year, students participate in a number of peer support sessions. These are facilitated by A/Prof McLachlan and RCS students attend via videoconference.

## For More Information

For more information on the ILP please go to:
https://medprogram.med.unsw.edu.au/independent-learning-project-ilp#tab-303400336

Students undertaking an ILP with the RCS with concerns during the ILP year can contact the Head of Campus, A/Prof McLachlan or Emily Robinson emily.robinson@unsw.edu.au. Students can also contact John Connors who is based at the Wagga campus for project advice throughout the year.