**SCHOOL OF PUBLIC HEALTH AND PREVENTIVE MEDICINE**

**HDR REVIEW CHECKLIST REPORT**

# A)

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| *Student name* |  |
| Review: 3-mo; 6-mo; 9-mo; 12-mo, Mid-Cand; Interim: |  |
| PhD, Staff PhD, External, DPH, MD, MPhil, MSurg, MBiomedSci; FT/PT |  |
| Start date and official end date of candidature (mo/year) |  |
| Anticipated early completion (month/year)? |  |
| *Supervisors:* | *non-Monash email address of external supervisor/s:* |  |
| **Absent supervisor/s and reason:** |
| No. of months away from study to date (medical, maternal, intermission) |  |
| Scholarship/s:  |  |
| Degrees held: |  |
| Title of thesis: |
| Thesis including published / Traditional thesis |  |

# B) Project

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| Ethics applications submitted/approved (all projects require Monash approval, even if other approval has been obtained. Rare exceptions to be checked with Marina Skiba) |  |
| Aims/hypotheses of project | 1.2. etc |
| Electronic study documents (e.g., protocol/study plan, ethics application) and study data/database (where possible) stored on the school's S:drive? |  |
| Introduction/review paper drafted (n.a. 3-mo masters) |  |
| Other chapters/papers drafted (n.a. 3-mo masters; 6-mo) |  |
| Study Plan/Protocol saved as separate document in project file? |  |
| ***6/12-mo reviews***: supervisors seen draft of systematic review? (dot points helpful at 6 months) |  |
| Clear study plan in progress report, including viable aims, hypotheses, method, sample, chapters |  |
| Able to outline and defend the project’s theoretical and conceptual framework/s? |  |
| Adequate substance for PhD/Masters? |  |
| Anything that could be dropped if over-ambitious? |  |
| Fielding of questions re project satisfactory |  |

# C) Data

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| Data collection 1. Feasible in timeline
2. planned/close to completion/complete
3. Strategies re personal safety if data collection off-site or out of hours?
4. Data collection appropriate for hypotheses (e.g. in the form of study participant information for statistical analysis, or source material for qualitative assessment, or literature synthesis for systematic review)
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| Data analysis plan: 1. Appropriate for project? Free 5 hrs individualised stats assistance available through MGE via our Biostats Unit: email med-biostats.consult@monash.edu
2. Who has approved the analysis plan?
3. Syntax of all data analyses saved (e.g., Stata “Do files”, SPSS syntax files)?
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| Timeline feasible? |  |

# D) Publications (excluding conference papers and papers not included in the PhD)

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| Planned (total number first author) |  |
| Drafted |  |
| Under review |  |
| Published/Accepted (number) |  |
| Publication details sent each time to Jay (jayamini.illesinghe@monash.edu)? |  |
| First publication details also sent to Nicole (nicole.shears@monash.edu)? |  |
| Authorship of publications agreed (student as 1st author wherever possible (and earned!) and required for thesis publications) Monash authorship policy: <http://www.policy.monash.edu/policy-bank/academic/research/research-outputs-and-authorship-policy.html> (Avoid co-first authorship with another PhD student.) |  |
| Corresponding author: John McNeil suggests the principal supervisor (important for retrospective enquiries if student has completed and left). Journals also have their own guidelines. Discussed and agreed with supervisor *a priori* for each paper? <http://intranet.monash.edu.au/research/forms/statement-of-authorship.pdf> |  |
| Form for student contribution to papers (do these as each paper is completed) <http://www.monash.edu/migr/supervisors-and-examiners/examiners/publication> - scroll to bottom “Specific Declaration” |  |
| Monash affiliation included on all submitted papers (regardless of other affiliation/s you may have)? Applies also to DPH students. |  |
| Agreement in place re timely feedback from supervisors on drafts? |  |
| **NEW** Any research activity outside your project or papers planned/drafted/submitted/published but not co-authored with your supervisors? (Student must notify principal supervisor (distraction?). No Monash affiliation without consulting supervisor. Supervisor must see paper.) |  |

# E) Intellectual Property

[http://www.monash.edu.au/migr/apply/accept/intellectual-property/](http://www.monash.edu.au/migr/apply/accept/intellectual-property/%20)

*Students fill in IP form with supervisor at enrolment and should bring a copy to the review. It is very rare for an SPHPM student to hold IP. It almost always is assigned to Monash. In the case of a collaboration where some or all belongs to another organisation, a generic agreement must be in place between Monash and that organisation. Then, the student assigns IP to Monash (the signatory to the agreement) and the agreement terms immediately come into effect.*

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| 1. Who owns the IP of your PhD project? (the form you filled in at enrolment: <http://www.monash.edu.au/migr/assets/documents/ipforms/ip-declaration.pdf>)

If the student believes it is theirs, please check with Liz Douglas before the review |  |
| 1. Deed of Assignment signed and lodged and appropriate?
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| 1. If a collaborative study, is there a signed agreement? (Not needed for Baker and Burnet, which have overarching agreements with Monash in place)
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| 1. Terms of collaborative agreement if relevant
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| 1. Any issues arising from agreement (including publication plan, authorship and data management agreement.)
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| 1. Changed supervisor/topic (requires new Deed of Assignment)
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# F) Professional Development

**(i)** Presentation skills during seminar (except 6-mo review):

(These comments are important for the student’s professional development)

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| Overheads (not too much information) |  |
| Balance between intro, methodology, analysis, conclusions |  |
| Delivery (volume, speed; inflection; um/ah, looking at audience, not at computer & never at overhead screen; not reading; etc.) |  |
| Mannerisms (hands in and out of pockets, touching hair, etc) |  |
| Fielding questions |  |

(ii) Conference presentations, at least one international. (Important re networking and establishing your name.) n.b., each student can apply for a total of $1200 travel support during candidature.

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| Planned during candidature (number) |  |
| Submitted |  |
| Accepted/presented |  |

(iii) Societies/committees joined (strongly recommend joining PHAA and/or AEA, plus one or two specific to area of research.)

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**(iv)** **Professional Development for the Workplace**:Skills being acquired apart from topic of PhD (Leadership, project management, etc.)

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**(v) For mid-candidature reviews: Post-doc plans-** Timing of submission; consider extension to submit later to reduce bridging time until NHMRC application; watch for Monash Postdoc Bridging Fellowship etc

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# G) ‘Housekeeping’

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| **3, 6-mo REVIEW**: Data Planning Checklist completed & filed with supervisor? |  |
| Completed compulsory online Monash Graduate Education activities?Monash Graduate Research Induction (online) and Research Integrity (online) |  |
| Completed compulsory online inductions “Staff Onboarding”? (<http://www.med.monash.edu.au/intranet/sphpm/onboarding/index.html>)These must be completed by 6-mo review. |  |
| Compulsory Good Research Practice 1-day Short Course (*gratis*) attended/booked (held twice/year)? Certificate must be brought to the review.Stata is also *gratis*, other Short Courses at reduced fee – see Suzy Giuliano |  |
| Compulsory units attended (or planned before Confirmation of Candidature)?For PhD, MPhil: Intro to Biostats, Intro to Epi (Qual Methods in lieu of Biostats if approved by Liz Douglas)  |  |
| Read this link on plagiarism? <http://www.policy.monash.edu.au/policy-bank/academic/education/conduct/student-academic-integrity-managing-plagiarism-collusion-procedures.html> AND watched this tutorial? <http://lib.monash.edu.au/tutorials/citing/>  |  |
|  |
| **Supervision:** Replaced nominal supervisor if appointed at enrolment?Roles of each supervisor agreed? Percentage load of second supervisor at least 25%?Meeting at least fortnightly throughout candidature? (Faculty requirement, remotely if external.) Meeting all supervisors at least monthly? |  |
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| Space and facilities adequate? |  |
| All work on S:drive in a folder that is accessible to principal supervisor. (Not in your own folder, hard drive/sticks or web-based repositories.) |  |
| Employment within guidelines? (FT: 4 full weekdays study onsite during business hours; PT full weekdays study onsite during business hours.)*For internationals*: FT study requirement is regardless of visa greater paid work allowance. |  |
| Employment overlaps with project? ‘Overlap Employment’ form (<http://intranet.monash.edu.au/migr/forms/graduate-research-forms/>) signed? Bring an up-to-date copy to each review. |  |
| Working from home? (This is not condoned unless for exceptional reasons) |  |
| Annual leave taken/planned? (Can accrue up to max 30 (FT) and 15 (PT) days. Excess leave cannot be taken after completion.)<http://mrgs.monash.edu.au/research/doctoral/chapter4a.html>) |  |
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| If relevant, Study Away form submitted (for study leave, data collection etc)<http://intranet.monash.edu.au/migr/forms/candidates/studyaway.pdf>  |  |
| *International students re English & support:* Checked International Postgraduate Academic Support website (http:/www.med.monash.edu.au/current/ipas.html)? |  |
| Enrolled 2016ff: LabArchives account created with princ supervisor ownership?Using it for all HDR meetings, documents, etc? (Diary for earlier enrolments) |  |
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| 80% attendance at compulsory Tuesday seminars? (estimated % attendance) |  % |
| Number of HDR Professional Development meetings attended? (arranged by student reps) |  % |
| Hours per semester of teaching? (10 hrs/semester encouraged for PhD students; counts towards selection for AEA/PHA conference support from SPHPM. Contact maida.o'keefe@monash.edu) |  |
| DPH: Placements planned? Effective supervision? Realistic writing schedule? |  |

H) Obstacles **–** In broad outline, document (1) any delays beyond your control, (2) difficulties juggling study/work/home, (3) any non-confidential personal issues in case of later request for extension. (See Doctoral Coordinator (Liz) for **other personal issues** presenting an obstacle.)

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**Confidential Questions**

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| Student leaves; ask supervisors if any problems | Confidential concerns to be referred to Liz (Doctoral Coordinator) |
| Supervisors leave, student returns for same question |

**Summary of progress (choose one)**

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| **For 9- and 12-month reviews: Confirmation of Candidature**Confirmed ❑yes ❑no (Reasons): |
| **For all reviews**:Excellent ❑Good ❑Satisfactory ❑Reservations ❑  |
| **Summary comments:** |

**Date of review: Date of final report:**  **Chair:**

*Chair to circulate first draft within two days of review to* ***all present, including student and any absent supervisors****, inviting comment/correction etc. Send final version only to SPHPM HDR Admin* *sphpm-doctoral-admin@monash.edu* *within one week.*