CONFIRMATION INSTRUCTIONS FOR CANDIDATES

Candidate is to:

- Organise time/place for seminar and panel meeting – make sure all members can attend
- Complete Section 1 of the Milestone Report Form – access via intranet.monash.edu.au/migr/forms/graduate-research-forms
- Forward this form electronically to your Main Supervisor with instructions to complete Section 2. Ask the supervisor to send the form to the Panel Chair
- Electronically forward an updated version of your Individual Graduate Research Skills Training Plan to the Panel Chair
- Print out the Competencies Rubric and give it to your supervisors at least a week prior to the scheduled meeting and remind them to bring it to the panel meeting
- Email Research Description (including a Literature Review, Research Proposal and a Progress Report) to all Panel Members at least a week prior to the scheduled meeting
- Familiarise yourself with the confirmation meeting process – see the document entitled: Confirmation Instructions_CHAIR - PANEL

What the students should have completed by their confirmation of candidature

A student must have completed:

- The Research Integrity (online module),
- The MBio Induction,
- The Monash Graduate Research Induction (online activity),
- Cutting Edge Research Technologies in Biomedical Sciences - Research Technology Platforms Level 1.

It is recommended that by this milestone a student should aim to have complete 50% of their training requirements in their first year.

REQUIREMENTS FOR CONFIRMATION OF CANDIDATURE

1. Oral Presentation (20 mins)
   An oral presentation on the research project should be given to your Advisory Panel and other members of the Department. The oral presentation should explore your research undertaken to-date and the anticipated future directions of the research program.

2. Written Submission
   (I) RESEARCH DESCRIPTION (INCLUDES LITERATURE REVIEW, RESEARCH PROPOSAL & PROGRESS REPORT)
   - MRGS/Faculty requirement: A written submission in the form of a research proposal and progress report.
   - MBio Graduate School requirement is a report of between 5000-8000 words in length
   
   **Suggested format:**
   
   (a) Title of thesis or area of research
   (b) Literature review – typically 4000-6000 words (a synopsis of the literature relevant to the thesis topic to provide background and context; an argument for conducting the work – a justification of its value in the current field; identify gaps in existing knowledge and how the research will address these)
   (c) The research proposal (aims, research plan including methods/techniques)
   (d) Results obtained to date (detail substantial progress towards at least one of the aims, use figures and figure legends to augment the text)
   (e) Timetable for completing research aims/thesis with a detailed statement of progress to date
   (f) Brief bibliography
   (f) List of publications produced during probationary candidature (if applicable)

DOCUMENT TO BE EMAILED TO THE FULL PANEL AT LEAST ONE WEEK IN ADVANCE OF MEETING