CONFIRMATION
INSTRUCTIONS FOR PANEL CHAIR/MEMBERS

CHAIR
The candidate will have electronically forwarded a partially completed MGE Milestone Report form. Sections 1 (student) and 2 (supervisor) should be completed. You should also have received an updated Graduate Research Skills Training Plan from the student.

CHAIR AND PANEL MEMBERS – DUTIES
The candidate is required to;
1. Organise time/place for seminar and panel meeting – make sure all members can attend
2. Complete Section 1 of the Milestone Report Form – access via intranet.monash.edu.au/graduate-education/handbook-admin-forms/forms/
3. Forward this form electronically to the Main Supervisor with instructions to complete Section 2 and ask the supervisor to send the form to the Panel Chair
4. Electronically forward a list of completed and registered activities from GRAMS to the Panel Chair
5. Print out the Competencies Rubric and give it to the supervisors at least a week prior to the scheduled meeting and remind them to bring it to the panel meeting
6. Email a copy of all documents to the full Panel one week in advance. The document include a Research Description (including a Research Proposal, Literature Review and a Progress Report).
7. The candidate’s seminar and written documents are reviewed by the Advisory Panel.
8. All Panel members attend student seminars. All Panel members should be prepared to ask questions at the seminar.
9. At the conclusion of the seminar, the Panel convenes to discuss the student’s progress
10. The following is a general order of events overseen by the PANEL CHAIR:
   a. Panel convenes without the student to obtain feedback from supervisors regarding the student’s progress over the first 12 months (use the Competencies Rubric as a guide). The Panel also discusses and gives general impressions of the seminar and the submitted written documents. All Panel members should be prepared to raise any issues relevant to the candidate’s progress and feasibility of the proposed project.
   b. The Chair then invites the student to join the panel and explains the process (it is a good time to reassure the student and encourage them to relax).
   c. The Panel provides the student with feedback on the presentation, comments on the strengths and offers suggestions of how to improve the talk (where appropriate).
   d. There is then general discussion about the progress – a good way to start is to ask the student how they feel about their progress after one year. Any issues that emerged during the talk or by the supervisors can be raised and discussed. A key issue is the feasibility of the project plan (i.e. clarity and scope of aims, too ambitious etc). Is the standard of written English appropriate? Are there any issues with potential to cause delays?
   e. The student should be asked about plans for conferences - this is sometimes the first time they think about it – remind them about the Postgraduate Travel Grants for international conferences, usually accessed in their third year of candidature.
   f. Ask the student what their plans are for papers – do they see any papers emerging yet, is the Literature Review the basis for a possible published Review in the area? Remind them that Monash allows Thesis by Publication (can be a mixture of chapters and papers) ask them whether they have thought about how their thesis will be structured.
g. Briefly discuss data management. This will be dependent on the project to some degree, but all students should know how they are going to store their data in a secure and retrievable fashion.

h. Briefly discuss any specific training needs envisaged for the next 12 months, including English language instruction (use the Competencies Rubric as a guide).

i. Has there been any change in IP status?

j. The student needs to be reminded about their Mid-Candidature Review as the next milestone.

k. It may be feasible, at this time, for the panel to agree when (approx) the next meeting might be held.

l. When all Panel members confirm they have no more issues to discuss (the Chair should confirm with each Panel member), ask the supervisors to step out to give the student the opportunity to raise any issues that they may be more comfortable discussing without their supervisors.

m. Invite the supervisors back and discuss issues with supervisors if the student wishes – otherwise the discussion in (l) remains confidential.

CHAIR

1. Collect the completed Competencies Rubric from the supervisor(s) and the statement of the student’s Individual Graduate Research Skills Training Plan.

2. Ensure the student and main supervisor have completed and signed their sections of the Milestone Report form.

3. If all agreed, inform the student that the Panel is satisfied with progress and will confirm this with Faculty and MGE.

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.

For successful Confirmation

- Complete Section 3 of the MGE Milestone Report form.
- Collect signatures of all parties (page 5).
- Send forms and supporting documentation to Faculty Research Degrees Office.

For unsuccessful Confirmation

If the Panel considers the student’s progress is unsatisfactory and are not prepared to confirm the student, the following steps outlined in section 6 of the graduate Research Progress Management Procedures are to be followed.


In cases of unsuccessful milestone reviews (i.e where the panel considers the student's progress as unsatisfactory); please contact:

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