MID-CANDIDATURE REVIEW/PROGRESS REVIEW
INSTRUCTIONS FOR PANEL CHAIR/MEMBERS

CHAIR
The candidate will have forwarded a partially completed MGE Milestone Report form. Sections 1 (student) and 2 (supervisor) should have been completed. You should also have received an updated list of completed and registered activities from GRAMS from the student.

CHAIR AND PANEL MEMBERS - DUTIES

1. The candidate is required to email a copy of the Progress Report (3000 words) to the full Panel 1 week in advance. The documents include a summary of the research project including the proposed thesis structure, a timetable for completing the thesis, a detailed statement of progress towards this work plan and a statement identifying any perceived difficulties.

2. The candidate’s seminar and written documents are reviewed by the Advisory Panel.

3. All Panel members attend student seminars. All Panel members should be prepared to ask questions at the seminar.

4. At the conclusion of the seminar, the Panel convenes to discuss the student’s progress.

5. 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 period since Confirmation (approx. 12 months) (use the Competencies Rubric as a guide). The Panel also discusses and gives their general impressions of the talk 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.

   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 approximately two years. Any issues that emerged during the talk or by the supervisors can be raised and discussed. Other issues include the on-going feasibility of the project plan (i.e. too few aims, too ambitious etc.). Are there any issues with potential to cause delays?

   e. The student should be asked about plans for conference - remind them about the Postgraduate Travel Grant 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.

i. Has there been any change in IP status?

j. The student needs to be reminded about the Pre-Submission Seminar 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 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.

**For successful Mid-Candidature / Progress Review**

- Complete and sign Milestone Report form.
- Collect signatures of all parties.
- Send form by email to the Faculty Research Degrees Office.

**For unsuccessful Mid-Candidature / Progress Review**

If the Panel considers the student’s progress is unsatisfactory, procedures outlined in section 6 of the Graduate Research Progress Management Procedures are to be followed. http://policy.monash.edu.au/policy-bank/academic/research/mrgs/grad-research-progress-management-procedures.html
In cases of unsuccessful milestone reviews (i.e. where the panel considers the student’s progress as unsatisfactory); please contact:

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