

MILESTONE (PROGRESS REVIEWS)

3.9 MILESTONES

Milestones play an important role in a student's graduate research training. They are not only a mechanism for progress management; they are also a research development opportunity that facilitates the student's acquisition of the necessary skills to present their research to their academic peers.

Milestones are designed to support and facilitate a student's progress towards their thesis submission date, providing them with an opportunity to receive structured feedback on their progress to date. Each milestone's requirements are defined by the student's stage of research and may include requirements specific to their discipline.

Within the Faculty of Pharmacy and Pharmaceutical sciences, the fundamental processes of the milestones have been separated. (1) The review of the research program will be conducted by the Student Research Committee. (2) The decision on progression will be made by the Milestone Review Panel.

Student Research Committee (SRC)¹

All milestone reviews will be conducted by meetings with a committee comprising the students' supervisors and at least two independent members, one of whom is chairperson and a member of the Faculty. These review meetings will consider the progress made towards successful completion and report to the Milestone Review Panel.

Milestone Review Panel (MRP)

The Milestone Review Panel is convened only for the 12, 24 and 36 month reviews and is made up of the two independent members of the SRC (above) and the Theme Graduate Coordinator (or nominee). Where the SRC unanimously recommends progression, the MRP will ratify this recommendation. Where an SRC does not recommend progression, the MRP will meet as soon as practicable to review the case and make a formal decision. ²This may include ratifying progression, or a course of remedial activity to fulfil set requirements for progression or recommending termination of candidature by MGRO.

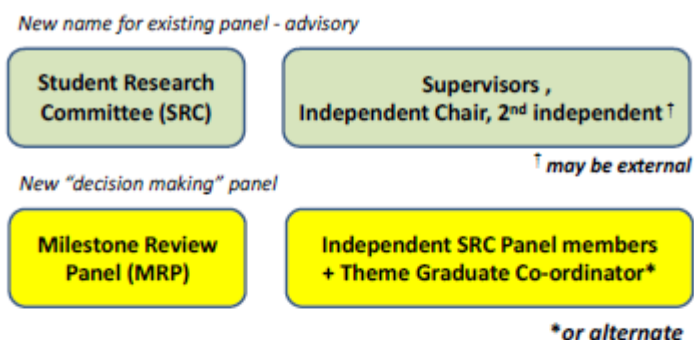
Please note: This milestone documentation is in the process of being updated, and new versions will be sent to you in the coming weeks. The new versions will include a description of each milestone, the requirement and the format for each meeting.

DDB Students please note: The 2018 commencing DDB students will follow a different timeline for milestones - please refer to DDB handbook.

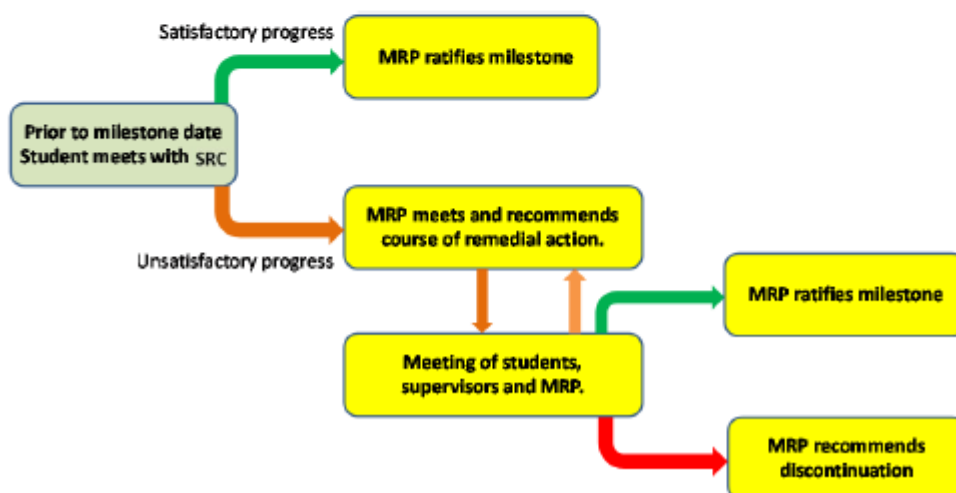
¹ Student Research Committee is appointed by the supervisor in consultation with Theme Grad Coordinator.

² Advice on the MRP process is in section 2.

MILESTONE FLOW CHART



The general model for the review procedures at 12, 24 and 36 months is shown below:



Milestone	Due date
Faculty Commencement review	0-2 months
Faculty 6 Month review	6 months
Confirmation of candidature - 12 month review	12 months
Progress review	24 months
Final review	36 months

MILESTONE DESCRIPTIONS

FACULTY COMMENCEMENT REVIEW	
This panel is between the student and SRC members. (Must be completed in first 2 months). . Please download the form and bring it with you to the meeting.	
AIMS	<ol style="list-style-type: none"> 1) Discuss and guide the proposed project including project model 2) Establish that the supervisor and candidate have agreed upon expectations for the conduct of the work. 3) Supervisor to establish panel members 4) Establish the additional research experience 5) Discuss the plan for Monash Doctoral Program training activities
REQUIREMENTS	Oral presentation from candidate on the proposed project.
FACULTY 6-MONTH REVIEW	
This panel is between the student and SRC members. Please download the form and bring it with you to the meeting.	
AIMS	<ol style="list-style-type: none"> 1) Establish that the candidate has developed and revised the research project. 2) Assess if sufficient progress and understanding of the literature has been made. 3) Provide feedback on written work. 4) Check on the progress of planning for additional research experience 5) Check on the progress of training
REQUIREMENTS	Oral presentation from candidate on the proposed project and progress to date.
DOCUMENTS TO BE SUBMITTED	<ul style="list-style-type: none"> • Research Plan: abstract; literature review, hypothesis/aims; experimental design/methods; expected outcomes; references; <10 pages • Progress Report: results and discussion of research completed; conclusions/future directions; materials and methods; <10 pages. • My development training report
OUTCOMES	Goal-setting and identifying areas/issues requiring revision/ improvement prior to confirmation of candidature.
12-MONTH/CONFIRMATION OF CANDIDATURE REVIEW	
Online form: https://monash-milestones-prod.appspot.com/	
AIMS	<ol style="list-style-type: none"> 1) Review presentation and progress report to ensure sufficient progress has been made. 2) Review effort, technical achievements, knowledge of the field and written and oral presentation skills.
REQUIREMENTS	Oral Presentation: 20-min presentation to theme/centre + 10min questions, with panel members.
DOCUMENTS TO BE SUBMITTED (1 WEEK PRIOR)	Confirmation Report: <ul style="list-style-type: none"> • Introduction; hypotheses/aims; progress report (results, discussion, conclusions); plans for future work (including a timeline); materials/methods; references; list of publications and presentations from candidate (papers and abstracts); <30 pages. • My development training report
OUTCOMES	Recommendation regarding confirmation of candidature, guidance on project direction, identification of areas for improvement.

MILESTONE DESCRIPTIONS

24-MONTH/MID-CANDIDATURE/PROGRESS REVIEW	
Online form: https://monash-milestones-prod.appspot.com/	
AIMS	<ol style="list-style-type: none"> 1) Review timeline 2) Assess research progress is adequate 3) Identify research priorities 4) Consider evidence for independence of thought
REQUIREMENTS	Oral Presentation: 20-min presentation + 10 min questions to theme and SRC.
DOCUMENTS TO BE SUBMITTED (1 WEEK PRIOR)	<ul style="list-style-type: none"> • Progress Report: Update since the 12 month SRC meeting (<3,000 words) including proposed timeline for completion. • Plus one of the following4: • a published paper (preferred); or • a submitted manuscript; or • a draft thesis chapter containing the candidate’s results
OUTCOMES	Guidance on project direction, outline of areas for improvement and prioritisation, discussion/guidance on international conference attendance and future career plans.
36 MONTH/ PRESUBMISSION REVIEW	
Online form: https://monash-milestones-prod.appspot.com/	
AIMS	<ol style="list-style-type: none"> 1) Review timeline and thesis outline 2) Assess research progress is adequate and coursework Requirements have been met 3) Identify research priorities 4) Discuss career plans
REQUIREMENTS	Oral Presentation: 20-min presentation + 10 min questions to theme and SRC.
DOCUMENTS TO BE SUBMITTED (1 WEEK PRIOR)	Thesis Summary, Chapter Outline <ul style="list-style-type: none"> • Thesis abstract (< 3,000 words) - project overview and main findings • Chapter outline – chapter/section headings
OUTCOMES	Revised thesis outline and timeline for submission, discussion/guidance on future career plans, outline of areas for improvement and prioritisation.
POLICIES - http://www.intranet.monash/graduate-research/handbook-admin-forms/milestone-management	
PUBLIC SEMINAR	
Prior to submission - Public seminar	<ul style="list-style-type: none"> • 45 min seminar open to faculty • 15 min question time

CONDUCT OF MILESTONE MEETINGS

FORMAT

- Meetings should be co-ordinated by candidates 4-6 weeks prior to milestone dates. Consult with supervisors on the best way to communicate with panel members and arrange meeting times.
- Students should provide SRC with appropriate documentation 1 week prior to panel meeting.
- Main Supervisor should provide a review of student progress to SRC prior to meeting.
- Meetings will commence with a presentation by the candidate⁵
- Panel discussion with candidate – presentation, written documents, general knowledge
- Review candidate's fulfilment of the Monash Doctoral Program
- Confidential discussion without supervisors
- Confidential discussion with supervisors without candidate
- Discussion with candidate about outcome of meeting – recommendation to Milestone Review Panel

Documentation completed within one week of the panel meeting

- Includes agreed goals, areas of concern, remedial actions
- Candidate decides whether confidential discussion is recorded
- Record discussed at next meeting to ensure agreed actions are completed

Section 2 - Advice to milestone review panels.

In the event of the SRC not being unanimous about progression through the milestone, the MRP will convene to discuss the case. This panel will take the information coming from the SRC meeting, seek further advice where necessary from the supervisors and the student and recommend a course of action.

Actions available to MRPs are provided in the Graduate Research Progress Management Procedures.

<http://policy.monash.edu/policy-bank/academic/research/mrqs/non-confirmation-of-candidature-procedures.html>

⁴ Supervisors should consult with students as to the most suitable submission type (or alternative) and communicate this to the panel prior to the meeting.

⁵ Where the meeting has been preceded by a formal presentation to the theme and attended by the SRC this should be brief < 10 minutes. If it constitutes the required formal presentation then it must be at least 20 minutes.