

Biomedicine Graduate Program

6 Month review – Instructions for Student & Milestone Panel

Purpose

The Faculty of MNHS requires *all graduate research students to complete an initial project and progress review in the first 3-6 months (equivalent full time) of enrolment.

The initial project and progress review is the first formal review of a graduate research student's academic performance to:

- Ensure the student is on track and focused from the very beginning of their candidature;
- Identify any difficulties that may impede successful completion of the research project;
- Provide an opportunity for the candidate and their supervisory team to receive feedback from the student review panel on the project design, progress-to-date and general research direction.

Before the review meeting

- The **student** establishes the Milestone Review Panel and organises a time for the meeting.
- One week before the meeting the student sends the panel members:
 - The 6-month Milestone Review Form – Section 1 completed. This is a hard copy form and is attached to these instructions.
 - A **1-2 page research plan** which includes:
 - title of project
 - project synopsis including aims & hypotheses, brief background (1-2 paragraphs) and experimental design and methodology
 - project needs (identify any resources, external expertise that is needed to complete the planned project)
 - a brief statement of:
 - progress to date
 - progress planned for the next 6 months
 - any issues /concerns you may have.
 - Initial **timeline** to completion of thesis, including graduate research professional activities. (Reminder that students should aim to submit their thesis within 3.3 years)
 - A **report from myDevelopment** of completed and registered hours including hours.
 - Students must have completed:
 - Monash Graduate Research Induction – online via myDevelopment
 - Research Integrity - online via myDevelopment
 - Faculty induction – via Moodle and face to face BDI induction.
 - The **MDP Planner** completed for 1 year.
- 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

At the review meeting

- The **student** discusses their project aims, including a brief overview talk (2-4 slides) **maximum 10 minutes**.
- The panel talks separately with the student and the supervisor to give each an opportunity to raise any concerns.
- The panel discusses with the student their training activities and the Competencies Rubric.
- Student, supervisor and Panel Chair and members sign the 6 month Milestone Review Form.
- **The Chair collects:**
 1. The student's my.Development statement and MDP Planner.
 2. The Competencies Rubric from the supervisor(s).
 3. The signed 6 month Milestone Review Form and research plan.

After the review meeting

- The Chair sends all of the documentation to the Graduate Research Officer for their department at the email address below:
 - ADB ADB-Graduate.Program@monash.edu
 - Microbiology Micro-Graduate.Program@monash.edu
 - Physiology Physiol-Graduate.Program@monash.edu
 - Biochemistry Biochem-Graduate.Program@monash.edu
 - Pharmacology Pharmacol-Graduate.Program@monash.edu
- The Biomedicine Graduate Program office will put the report onto the student file.

In cases where a rating of 4 or 5 have been identified in section 3.1:

The Graduate Research Coordinator and the Chair discussed the progress issues with the student and Main supervisor and develop a study plan.

The Chair and the Graduate Research Coordinator must complete the study plan section of the 6-month milestone report form (section 3.1).

The Graduate Coordinator must sign section 3.2 prior to sending documentation to department Graduate Research Officer.

Faculty of Medicine Nursing & Health Sciences – Monash Biomedicine Discovery institute

6 Month Review Report Form

The Faculty of MNHS requires all graduate research students to complete an initial project and progress review in the first 3 -6 months (equivalent full time) of enrolment. The initial project and progress review is the first formal review of a graduate research student's academic performance to ensure: the student is on track and focused from the very beginning of their candidature; to identify any difficulties that may impede successful completion of the research project. It also provides an opportunity for the candidate and their supervisory team to receive feedback from the student review panel on the project design, progress-to-date and general research direction.

Section 1 – Student Review and Declaration

Sur				Given Name			
ID Number					Course PhD* <input type="checkbox"/>	Research Masters <input type="checkbox"/>	
*Select Mode (for PhD students only): Professional Development <input type="checkbox"/> Course work <input type="checkbox"/> GRIP <input type="checkbox"/>							
Course Start Date				Thesis Submission Date:	Attendance Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>		
Supervisors							
Academic Unit							

1.2 Student Review

Project title:

Please attach a **research plan (1 to 2 pages)** which must include the following headings:

- title of project
- project synopsis including aims & hypotheses, brief background (1-2 paragraphs) and experimental design and methodology
- project needs (identify any resources, external expertise that is needed to complete the planned project)
- a brief statement of:
 - progress to date
 - progress planned for the next 6 months
- any issues /concerns you may have

In addition, students must provide:

- Initial expected **timeline of candidature** (indicating anticipated professional development hours):
- [provide my development](#) report of completed and any registered hours of professional development activities (including year 1 of MDP planner template)

Does your project require ethics clearance: Yes ☐ No ☐

If yes, what is the current status: Approved ☐ Pending ☐ Not Submitted ☐

Are you meeting regularly with your supervisor?

☐ Fortnightly (FT) ☐ Monthly (PT) ☐ Other (please provide comment below)

Note [minimum requirements](#): meeting every 2 weeks for full-time students and at least monthly for part-time students

Are you on track with research training /coursework requirements of your doctoral program?

Please see [Monash Doctoral Program](#) and MDP Planner Guide (to assist in your planning)

Yes ☐

No ☐

N/A (Research Masters only) ☐

Please attached a [copy](#) of your completed and planned research training activities (including

evidence of completed compulsory modules).

Are you using [Lab Archives](#), the University's online Electronic Laboratory Notebook? (compulsory requirement in MNHS)

Yes ☐

No ☐

1.3 Student Declaration *(Please attach any additional requirements as directed by your Academic Unit)*

Print Name		Signature		Date	
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Section 2 – Main Supervisor Review and Declaration

2.1 Main Supervisor Review

Has a set of feasible aims been developed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the student understand the theoretical / conceptual framework on which the project is based?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has there been progress on the thesis literature review?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has the supervisor discussed ethics with the student? N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has the student IP declaration been signed after intellectual property issues discussed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has progress over the first 6 months met with general expectations?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has the Competencies Rubric been discussed with the student?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there a satisfactory research plan for the next 6 months?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the student on track with the training / coursework requirements of their doctoral program? N/A (Research Masters only) <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the supervisor using Lab Archives , the University's online Electronic Laboratory Notebook? (compulsory requirement in MNHS)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are there any issues that may adversely affect the student's progress?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide comments relating to any issues hindering progress (eg. English, health, access to resources, etc.):	

2.2 Main Supervisor Declaration

Main Supervisor Name:	Signature	Date
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Section 3 – Panel Review and Declarations

3.1 Panel Review

General Comments:

Please mark as appropriate. The student:
Disagree

Strongly Agree Strongly

		1	2	3	4	5
a)	has diligently and effectively applied themselves to the research project and is making satisfactory progress in the research project					
b)	has formulated a research project that is sound and rigorous, supported by an appropriate application of methodologies					
c)	is able to write to a level required of the degree					
d)	has provided a statement of progress to date, and a satisfactory plan of anticipated progress for the next 6 months					
e)	has sufficient time available during the week to devote to their study and research					
f)	is able to access adequate resources and equipment in order to complete their research project, and as per Roles & Responsibilities of Supervisors & Students					

If a rating of 4 or 5 has been identified, Panel Chair to complete study plan below in consultation with *Graduate Research Co-ordinator and Main Supervisor:

Areas for student improvement (eg writing) and/or plan for addressing resourcing and equipment needs	Strategies to assist improvement (incl. goals and targets)

3.2 Panel Declarations

Panel Chair

Name:	Signature	Date
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Panel Members:

Name:	Signature	Date
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Name:	Signature	Date
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***Graduate Research Co-ordinator Declaration (required only if rating 4 or 5 has been identified)**

(I have reviewed and consulted with relevant members regarding a study plan to address the progress concerns identified in this report)

Name:	Signature	Date
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3.3 Submission of Form and Documentation

The Chairperson is to submit:

- 6 month review form
- Progress review documentation
- Timeline
- MPD Planner
- Competencies rubric

Documentation to be submitted to the departmental Graduate Research Officer at:

ADB	ADB-Graduate.Program@monash.edu
Biochemistry	Biochem-Graduate.Program@monash.edu
Microbiology	Micro-Graduate.Program@monash.edu
Physiology	Physiol-Graduate.Program@monash.edu
Pharmacology	Pharmacol-Graduate.Program@monash.edu

Section 4 – School or Academic Unit Administration Checklist

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Key 'achieved' in Callista or CHIP for this milestone ('FRES-REV-6') |
| <input type="checkbox"/> | Send *email notification to student advising of review completion and Graduate Research |
| <input type="checkbox"/> | If a rating of between 4 and 5 has been identified, <u>ensure the Graduate Research Coordinator has also</u> |
| <input type="checkbox"/> | If a rating of between 4 and 5 has been identified, *attach signed report form to student's email |
| <input type="checkbox"/> | This form (and any other accompanying documentation) is scanned to student's HP /TRIM record |

Processed by (Name):	Signature:	Date:
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