

Biomedicine Discovery Institute Graduate School
Instructions for completion of 6-month milestone

Students are to complete the 6-month meeting within 4-6 months of the start of candidature. No extensions are available for this initial meeting.

<i>Checklist and Required Documents</i>	<i>Details</i>	<i>Completed</i>
6-month milestone review form	Electronic-copy required	
Summary report	2 pages maximum	
Thesis timeline		
My Development report		
My Development Planner		
Professional skills rubric	Signed by both supervisor and student	

Intent and desired outcomes of the 6-month check in

This is an introductory meeting for students and supervisors to meet the chair and milestone review panel (MRP) members prior to the 12 Month, Confirmation of Candidature. The meeting is a check in to discuss the proposed project and there is no emphasis the acquisition of complete data sets.

At 6 months, students are to:

- articulate their research goals via a clear set of aims and hypotheses.
- identify any foreseeable problems that may impede successful completion of the research project.

Composition of the milestone review panel

- The milestone review panel must consist of a Chair and two appropriately qualified independent panel members. At least one of the independent panel members is to be conversant with the student's area of research.
- The **Chair** is to be appointed by the Departmental Graduate Research Coordinator and it is BDI Policy that the Chair is an academic from the student's home Department. If under extenuating circumstances a Chair needs to be appointed from an alternative Department, approval must be sought from the Graduate Research Coordinators of both Departments.
- Students and supervisors should not suggest a panel chair, this is decided independently by the Departmental Graduate Research Coordinator.
- Supervisors and students should approach potential individuals to be panel members of the MRP. The graduate research coordinator must ensure that there is no potential conflict with panel members. No panel member, including the Chair, should be (or have been) directly involved with the student's specific project, for example, as a current or former supervisor.

Before the meeting

- The BDI graduate team will email students and their supervisory team to remind them of their upcoming 6-month milestone
- This email will include the following documents to be completed by students and supervisors:
 1. 6-month milestone review form.
 2. Template for timeline to completion of thesis.
 3. Template for My Development Planner
 4. Copy of the Professional Skills Rubric

Instructions for students

- The student should schedule the meeting with their supervisors and all panel members within 4-6 months of the start of candidature.
- Once the Milestone Meeting has been scheduled, the Departmental Graduate Coordinator (if not the panel Chair) and the Departmental Graduate Administrator is to be notified by the student.
- **One week** prior to the meeting the student is to send the following documentation to the Chair and panel members:
 - ✓ **A summary report (2 pages maximum, 12 pt Font) that includes:**
 - ✓ Title of the project
 - ✓ Brief background (maximum 750 words)
 - ✓ Research Aims and Hypotheses

- ✓ If applicable, a summation of key findings to date. The emphasis of the 6-month meeting is on the proposed project and not the procurement and presentation of data.
- ✓ Any issues or concerns
- ✓ **6-month milestone review form with Section 1 Completed**
- ✓ **Thesis timeline**
- ✓ **My Development Planner**
- ✓ **MyDevelopment report detailing completed Graduate Professional Development hours**
- ✓ **Completed Professional Skills Rubric**

Instructions for supervisors

- Supervisors are to complete the Professional Skills Rubric in consultation with their students. The student and supervisor should discuss each of the 5 key areas of professional development.
- Both supervisor and student are to sign this once completed. The form is to be submitted by the student with the review paperwork, as detailed above.
- Supervisors are required to complete the Supervisor Section 2.1 of the 6-month milestone form

At the meeting

- The meeting should run for approximately 30-60 min.
- The **student** discusses their project including a brief overview of background, aims and hypotheses. Students may use up to 5 slides and have a maximum of 5 minutes to describe their work, followed by 5 min of panel discussion.
- The panel will speak to the student and supervisor(s) separately to give each an opportunity to raise any concerns.
- The panel completes the 6-Month Review Form

At the end of the meeting

- The chair collates the required documents and emails this to the Departmental Graduate Research Coordinator and the Departmental administrator account.

Anatomy and Development: adb-graduate.program@monash.edu

Biochemistry: hdr.biochem@monash.edu

Microbiology: micro-graduate.program@monash.edu

Pharmacology: pharmacol-graduate.program@monash.edu

Physiology: physiol-graduate.program@monash