Overview of requirements:

1. Undertake an oral presentation. This will be organised in conjunction with your departmental Graduate Research Coordinator.
2. Provide a Progress Report and written evidence of research outputs.
3. Meet with your Milestone Review Panel.

The requirements for these tasks are set out below.

Before the meeting

- Organise time/place for seminar and panel meeting – make sure all members can attend.
- Initiation of the online milestone review form. This will be done either via professional staff in the BDI OR by yourself. Please contact the Graduate Research Coordinator if you are unsure who is to initiate the online form. The online form can be accessed at https://milestones.apps.monash.edu/
  - You must complete the “Student review” section - enter your details and attach your progress report, training report from my.Development (including hours completed), and sign the student declaration.
  - If professional staff have initiated the form, you will receive an email to confirm your details and upload the above documentation.
  - An automatic email is then sent to your supervisor who then completes their “Supervisor review” section. After the panel meeting is held, the Chair of the Milestone Panel will complete the "Panel Review" section and recommend satisfactory or unsatisfactory progress on behalf of the Panel members.
  - All panel members, your supervisor and yourself will receive an automatic email to review the completed report.
- 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.
- Familiarise yourself with the progress review meeting process – see the document entitled: Progress Review Instructions for Milestone Panel.

REQUIREMENTS FOR PROGRESS REVIEW

1. Oral Presentation (20 mins):

You are required to make a minimum 20-minute oral presentation to members of the Department and members of the Milestone Panel. The oral presentation must explore at least one aspect of research undertaken to-date and note anticipated future directions of the research program. The presentation will be followed by time for questions and feedback from members of the audience. Feedback from the Panel will be given in a closed session.

2. Progress report.

BDI Graduate School requires a written report of minimum of 3000 words. The report must include:

- A summary of the research project, the proposed thesis structure (chapter by chapter outline) and a detailed statement of progress and/or proposed variations of progress to date.
- A timetable for completing the research report/thesis developed and a detailed statement of progress towards this work plan and any actual or proposed variations. Students should be aiming for submitting their thesis within 3.3 years (unless extensions have been approved).
• Identification of any perceived difficulties that currently or could impede the completion of the project according to the work plan and suggestions to overcome these difficulties.
• Evidence or research outputs since Confirmation review, for example any publication (in preparation, submitted or accepted), draft thesis chapter.