

## Biomedicine Graduate Program

### 6 Month review – Instructions for Student & Milestone Panel

#### Before the 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 summary of their project** which includes:
    - Title of project
    - Brief background
    - Research aims & hypotheses
    - What have you achieved in the past 6 months?
    - What do you plan to achieve in the next 6 months?
    - 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 activities including hours completed. Students must have completed:
    - The Research Integrity (online module),
    - The Biomedicine Graduate Program Induction (via Moodle from 2019),
    - The Monash Graduate Research Induction (online activity).
- 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 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.
  2. The Competencies Rubric from the supervisor(s).
  3. The signed 6 month Milestone Review Form and project summary.

#### The Chair

- The Chair sends the 6-month Milestone Review form, report from my.Development and Competencies Rubric to the Graduate Research Coordinator and administrator and to the Biomedicine Graduate Program ([BDI-Graduate.Program@monash.edu](mailto:BDI-Graduate.Program@monash.edu)). These forms **do not need** to go to the Faculty. The Biomedicine Graduate Program office will put these reports onto the student file in TRIM and Callista.