

PHARMACY AND PHARMACEUTICAL SCIENCES

**2019 GRADUATE
RESEARCH DEGREES
FACULTY HANDBOOK**



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FACULTY KEY CONTACTS

Research Office Location:

Faculty of Pharmacy and Pharmaceutical Sciences
Building 404, Ground floor, Room G39
399 Royal Parade, PARKVILLE VIC 3052

Faculty Research Office Contact Details

Contact Name	Position	Email	Telephone
Ms Karen Drakatos	Graduate Research Coordinator	karen.drakatos@monash.edu	03 9903 9203
Mr Tom Keegan	Manager, Research & Graduate Research	tom.keegan@monash.edu	03 9903 9516
Dr Asuntha Munasinghe	Research Programs Coordinator	asuntha.munasinghe@monash.edu	03 9903 9593
Dr Vanalysa Ly	Senior Research Ethics data & Grants Co-ordinator	vanalysa.ly@monash.edu	03 9903 9220
Dr Jackie How	Research and Project Manager	jackie.how@monash.edu	03 9903 9621
A/Professor Joseph Nicolazzo	Associate Dean Graduate Research	joseph.Nicolazzo@monash.edu	03 9903 9605
Professor Peter Scammells	Associate Dean (Research)	peter.scammells@monash.edu	03 9903 9542

Graduate Research Coordinators

Contact Name	Theme	Email	Telephone
Professor Ben Boyd	Drug Delivery, Disposition and Dynamics	ben.boyd@monash.edu	03 9903 9112
A/Professor Denise Wootten	Drug Discovery Biology	denise.wootten@monash.edu	03 9903 9088
Dr David Chalmers	Medicinal Chemistry	david.chalmers@monash.edu	03 9903 9110
Dr Johnson George	Centre for Medicine Use and Safety	johnson.george@monash.edu	03 9903 9178

Theme Leaders

Contact Name	Theme	Email	Telephone
Professor Colin Pouton	Drug Delivery, Disposition and Dynamics	colin.pouton@monash.edu	03 9903 9562
Professor Arthur Christopoulos	Drug Discovery Biology	arthur.christopoulos@monash.edu	03 9903 9067
Professor Peter Scammells	Medicinal Chemistry	peter.scammells@monash.edu	03 9903 9542
Professor Simon Bell	Centre for Medicine Use and Safety	simon.bell2@monash.edu	03 9903 9533

Theme Administrators

Contact Name	Theme	Email	Telephone
Ms Daisy Albanese	Drug Discovery Biology	daisy.albanese@monash.edu	03 9903 9068
Ms Nicki Penny	Medicinal Chemistry Drug Delivery, Disposition and Dynamics Centre for Medicine Use and Safety	nicki.penny@monash.edu	03 9903 9614

IMPORTANT WEBPAGES

FACULTY

Home page: www.monash.edu/pharm

Intranet: <https://www.intranet.monash/pharm/students/research> - **please SAVE link to favourites**

MONASH GRADUATE RESEARCH OFFICE (MGRO)

Home page: <http://www.monash.edu/graduate-research>

Intranet: <https://www.intranet.monash/graduate-research>

The handbook for Doctoral and Research Master's Degrees can be found here:

<https://www.monash.edu/graduate-research/faqs-and-resources/content>

<https://www.monash.edu/graduate-research/faqs-and-resources/masters>

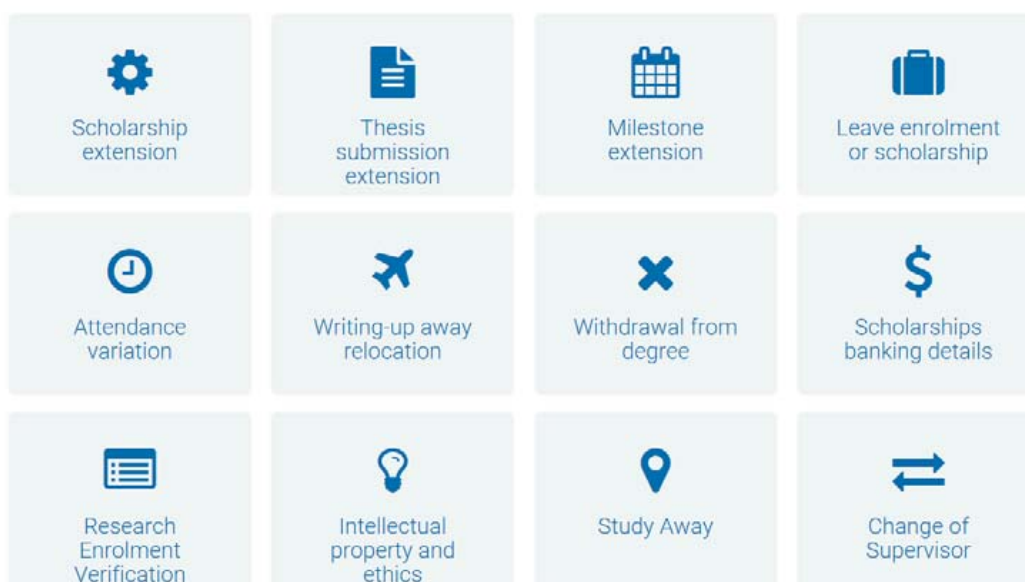
The handbooks for Doctoral and Research Master's Degrees contain all critical policies concerning conditions to enrolment such as duration, attendance, employment, study away, reenrolment, milestones, supervisory arrangements and responsibilities etc.

The handbook also includes policies relating to changes to your enrolment such as leave, extension to thesis submission end date, transfers etc.

When there is a change to your enrolment, there will be a form that must be completed. MGRO have the following forms that can be filled in using the new online system: <https://gradresearchforms.apps.monash.edu>

All other forms are paper-based forms and can be found here: <http://www.intranet.monash/graduate-research/handbook-admin-forms/forms>

Monash Graduate Research Office ONLINE forms:



IMPORTANT DATES

2018/19 commencing HDR Students – Induction Days	1 st – 2 nd April 2019
Laboratory Animal Care	Please check webpage: Online animal ethics training
Ethics lecture (Attendance Mandatory)	Session 1 & 2: 11 th April 2019
HDR PhD Training (optional)	Please refer to the HDR calendar & Google spreadsheet .
MIPS Seminars (Attendance Mandatory)	Refer to website: http://www.monash.edu/pharm/about/events
3-Minute Thesis competition	Preliminary Rounds – 18 June 2019 Faculty final round – 21 June 2019
HDR Symposium (Attendance Mandatory)	Date TBC
English Connect Service	English connect offers students several programs throughout the year to enhance their English language skills. Please refer to this webpage for more information https://www.monash.edu/english-connect

ACRONYMS

CDCO	Centre for Drug candidate optimisation
CMUS	Centre for Medicine Use and Safety
D4	Drug Delivery, Disposition and Dynamics
DDB	Drug Discovery Biology
FGRC	Faculty Graduate Research Committee
GRC	Monash University Graduate Research Committee
GRD	Graduate Research Degrees
MC	Medicinal Chemistry
MGRO	Monash Graduate Research Office
MIPS	Monash Institute of Pharmaceutical Sciences
MRP	Milestone Review Panel
SRC	Student Research Committee

RESEARCH AREAS

Our world-class research is undertaken within the Monash Institute of Pharmaceutical Sciences (MIPS) including the Centre for Medicine Use and Safety (CMUS).

We have expertise and infrastructure to support research in the following areas:

Centre for Drug Candidate Optimisation - Theme Leader: Professor Susan Charman

We are an innovative, collaborative research centre that provides ADME lead optimisation advice and support for emerging drug-discovery programs within biotechnology and pharmaceutical companies and not-for-profit research institutes.

<http://www.monash.edu.au/pharm/research/areas/optimisation/>

Drug Delivery Disposition and Dynamics (D4) - Theme Leader: Professor Colin Pouton

Our overarching goal is to develop next-generation drug-delivery systems and regimens that can markedly improve patient treatment. Our research programs are both fundamental and applied, and we have technical expertise in drug-delivery science, biopharmaceutics and PK/PD.

<http://www.monash.edu.au/pharm/research/areas/drug-delivery/>

Drug Discovery Biology (DDB) - Theme Leader: Professor Arthur Christopoulos

Our laboratory is focused on how G protein-coupled receptors, or GPCRs, selectively transmit messages from the outside to the inside of a cell. We investigate new modes of regulation of GPCRs in an effort to identify novel drug-discovery targets and approaches.

<http://www.monash.edu.au/pharm/research/areas/drug-discovery/>

Medicinal Chemistry - Theme Leader: Professor Peter Scammells

We focus on medicinal chemistry for drug discovery. We have successfully contributed to the development of the ground-breaking flu treatment Relenza and other important medicines. Our strengths are in structure-based drug design and synthetic medicinal chemistry, which applies the principles and techniques of chemistry to the discovery and development of compounds to prevent, treat or cure disease.

<http://www.monash.edu.au/pharm/research/areas/medicinal-chemistry/>

Centre for Medicine Use and Safety - Theme Leader: Professor Simon Bell

Our research takes place within the Centre for Medicine Use and Safety. Its ultimate goal is to optimise the safe and effective use of medicines through our expertise in health services (development and evaluation), pharmacometrics (pre-clinical, clinical, phase I- IV+), pharmacotherapy (hospital, aged care and community), public health/pharmacoepidemiology and pharmacy education (academic and professional).

<http://www.monash.edu.au/pharm/research/areas/medicine-safety/>

COURSE INFORMATION – Doctor of Philosophy

Webpage: <http://monash.edu/pubs/handbooks/courses/2625.html>

Description

Candidature in a Doctor of Philosophy involves the independent investigation of a research problem that has been formulated by the student. It is expected that the research undertaken will make a significant contribution to the discipline in which the student is enrolled. Doctoral students are supported by a minimum of two supervisors throughout their candidature.

Outcomes

Successful completion of the program will signify that the holder has completed a course of postgraduate training in research under proper academic supervision and has submitted a thesis that the examiners have declared to be a significant contribution to knowledge and which demonstrates the student's capacity to carry out independent research.

Candidature rules

For all candidature rules and other important information for PhD students refer to the [Handbook for Doctoral Degrees](#).

Structure

This course consists of:

- a research and thesis component
- a professional development training program.

Requirements

Students must, in consultation with and under the direct supervision of a member/s of the academic staff:

- (a.) carry out a program of research on an agreed topic approved by the faculty in the student's chosen discipline for a specified period, including attending and/or presenting at seminars and other related activities as indicated by the faculty
- (b.) submit for assessment a thesis of not more than 80,000 words on the program of research which meets the requirements of the examiners. Submission of the thesis based on or partially based on conjointly published or unpublished work may be permitted.
- (c.) satisfactorily complete the program of professional development training.

Areas of study

- [Pharmacy and pharmaceutical sciences PhD program](#)

Award(s)

Doctor of Philosophy

COURSE INFORMATION – Masters of Pharmaceutical Science

Web page: <http://monash.edu/pubs/handbooks/courses/2627.html>

Description

This course provides research opportunities in any of the principal areas of research in the broad field of pharmaceutical science. Project availability is conditional upon the availability of materials, equipment and supervisors. Students are advised to consult with a potential supervisor regarding their choice of topic.

Outcomes

Upon successful completion of this course it is expected that graduates will be able to:

- produce a thesis that displays competence in understanding and carrying out research in the field of pharmaceutical science (but with less emphasis on comprehensive knowledge and originality as required in a PhD)
- devise a research topic to investigate a particular pharmaceutical science research area
- identify key research questions that are not too general and ambitious
- select and review relevant theory and literature
- design a study and choose appropriate methods to investigate the specific research questions
- select appropriate modes of analysis
- consider ethical issues involved in research
- implement, critically appraise or apply research in a particular field
- prepare a comprehensive written report that is professionally presented and contains all the required components of a master's thesis, including a bibliography.

Structure

This course consists of a research and thesis component undertaken in any of the Faculty of Pharmacy and Pharmaceutical Sciences research areas.

Requirements

Candidates must, in consultation with and under the direct supervision of a member/s of the academic staff:

(a.) carry out a program of research on an agreed topic approved by the faculty in the candidate's chosen discipline for a specified period, including attending and/or presenting at seminars and other related activities as indicated by the faculty

(b.) submit for assessment a thesis of not more than 20,000 words on the program of research which meets the requirements of the examiners. Submission of the thesis based on or partially based on jointly published or unpublished work is permitted.

Award(s)

Master of Pharmaceutical Science

FACILITIES AND SUPPORT SERVICES

The health and well-being unit provides many services and facilities including:

- Accommodation
- Childcare
- Counselling and mental health
- Disability support
- Employment and career development
- Financial assistance
- International student support
- Medical and health
- Motivation, stress and time management
- Safer community
- Safety and security
- Spirituality
- Student equity
- Student grievances
- Student rights officers

For more information go to webpage:

<https://www.monash.edu/pharm/students/undergrad/student-life/hwd>

OCCUPATIONAL HEALTH AND SAFETY (OH&S)

The University strives to provide a safe and healthy environment for its employees, students, and visitors at all of its campuses and premises. Work place instructions, policies and procedures are developed and disseminated to ensure the risks associated with work at Monash are minimised as far as reasonably practicable as per the Occupational Health and Safety Act 2004 (Vic).

Note that your department or research area will have specific OHS policies and guidelines in regards to laboratory work or field work, and that it is your responsibility to adhere to these requirements.

You must also take reasonable care of your own and other worker's health and safety by:

- Not wilfully placing others at risk;
- Ensuring the correct use of all safety devices and PPE as signed and ensure fully enclosed footwear is worn at all times;
- Complying with the instructions given by emergency response personnel such as emergency wardens and first aiders;
- Being familiar with emergency and evacuation procedures and the location of emergency response equipment (training required for its use);
- Not consuming food or drink in laboratories, studios or workshops;
- Reporting all hazards, incidents and 'near miss' incidents using the Monash hazard & incident procedure; and
- Seeking information, advice and training where necessary before carrying out new or unfamiliar work.

COMMITTEES AND STUDENT REPRESENTATION

Faculty Graduate Research Committee (FGRC)

The Faculty GRC is a committee that meets to review matters relating to graduate research and Honours program policies at the Faculty level.

Monash University Graduate Research Committee (GRC)

The overall aims of the Monash University Graduate Research Committee (GRC) are to ensure excellence in research training and the timely completion of theses and courses of study. GRC is responsible for administering the relevant research degree regulations and for advising the Monash University Academic Board on all matters of policy relating to these degrees. GRC has final responsibility for approving admission to doctoral candidature and for such matters as: amendments to individual study programs; changes to candidature and supervision; candidate progress; and submission and examination of theses. The Committee is also responsible for the allocation of scholarships, awards and grants to graduate research candidates.

Student representation on decision-making committees:

Research degree candidates have representation on the Faculty Graduate Research Committee and the Monash University Graduate Research Committee. Please contact the Postgraduate Research Programs Administrator for details of representatives on the Faculty Graduate Research Committee, and the Monash Graduate Education for information on Graduate Research Committee members.

Parkville Postgraduate Association (PPA)

The PPA is the representative body for postgraduate students at Monash University's Parkville campus.

They play a diverse and multi-faceted role in all aspects of academic, cultural and social student life. As well as organising a multitude of social events, they provide a means of representation for postgraduate students on the Parkville campus.

The PPA runs many events for postgraduates throughout the semester. If you would like to get involved or find out more about PPA functions, please refer to webpage:

<https://www.monash.edu/pharm/students/pg-coursework/studentassociations/ppa>

Monash Postgraduate Association (MPA)

The Monash Postgraduate Association Inc. (MPA) is the representative body for all research and coursework postgraduate students enrolled through Monash University's Victorian campuses.

The MPA represents and serves the interests and welfare of postgraduates enrolled on all Victorian campuses by providing activities and services to cater to their specific needs.

The MPA provides a range of services including advice and advocacy, seminars and workshops, social events and representation. Enrolled postgraduates are automatically entitled to use the resources and services of the MPA.

The run workshops and seminars which can be found on their calendar.

<https://mpa.monash.edu.au/about-us/>

<https://mpa.monash.edu.au/get-involved/social/>

THE MONASH DOCTORAL PROGRAM

MORE THAN JUST A THESIS

The Monash Doctoral Program enhances the research project with advanced training that equips PhD students with the knowledge, skills and abilities needed to:

1. Complete their current project with **excellence**;
2. Develop a broad range of skills and **professional attributes**, and;
3. Make an **impact** in academia, industry, government or community after graduation.

All graduate research students at the faculty of Pharmacy and Pharmaceutical Sciences are required to complete the compulsory module which includes:

- Monash Graduate Research Induction (online);
- Research Integrity (online);
- Faculty induction
- Theme coursework

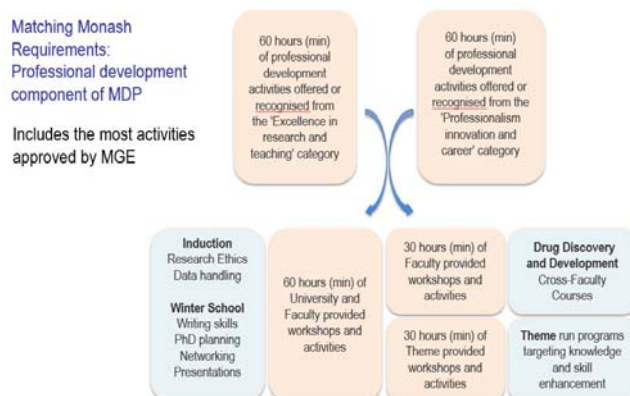
The graduate research students at the faculty of Pharmacy and Pharmaceutical Sciences are enrolled into the Professional Development mode of the Monash Doctoral Program and are required to complete a minimum of **120 hours** of professional development activities:

- **60 hours** of activities from Excellence in Research & Teaching.
- **60 hours** of activities from Professionalism, Innovation & Career.

The Monash Doctoral Program will assist students to develop a variety of knowledge, skills and abilities relevant to different stages of their research project and career development.

If you complete a workshop outside of Monash that is relevant to your research training, you can apply for credit of hours. You must provide evidence of attendance. This could be a certificate or a simply email from the presenter confirming your attendance.

Please apply using the **Recognition for Prior Learning Form** - found here: <https://www.monash.edu/pharm/students/research>



For more information, please go to: [Monash Doctoral Program](#)

HDR EVENTS AND TRAINING

To view all the events, workshops / training scheduled for 2019, please access the Google Calendar. [2019 HDR Events and Training](#)

Most sessions will be available for you to register using myDevelopment. If the sessions are not available on myDevelopment, please read the alternate instructions on how to register.

Please ensure you sign the attendance sheet for all training in order to receive your credit.

MY DEVELOPMENT

myDevelopment is an online system that has been designed to support you in the management of your professional development activities.

When you login to MyDevelopment all graduate research students will be able to:

- View all activities available to you;
- Register for activities you wish to attend or join a wait list if the activity is full;
- De-register for activities you can no longer attend (allowing for those on the wait list to take your place);
- View activities you are registered for and those you have completed;
- Generate a statement of activities to present to Milestone Review Panels or potential employers.

Accessing MyDevelopment

MyDevelopment is accessible via [my.monash](#) under the Research Tile

Login Details

Your login details are your Monash **student login details**
Student user name OR student email address AND Student password

MOODLE

Moodle is a site where students and supervisors can receive and submit all material relevant to training course/workshops as part of the Monash Doctoral Program.

When registering for Theme specific training courses, please ensure you find out whether there is a prerequisite task to be completed prior to attending the training session. All prerequisite and assessment tasks will be available on Moodle.

Elements will be added as the weeks go by. Please take note of any announcements by regularly checking at the site.

All students MUST enrol in Moodle.

You can access Moodle via my.monash portal or go to:
<http://moodle.vle.monash.edu/course/view.php?id=16711>

Type in your authcate, then you will be taken to the Moodle site “HDR Training Moodle Site”

Enrol yourself using the self-enrolment code: **HDR**

Place yourself in the appropriate grouping under “Let’s put you in your place”.

- a. What theme centre are you attached to?
- b. What year did you commence or are you an ECR, supervisor or other?

ENHANCED RESEARCH EXPERIENCE

In addition to the research and skills training components of your degree, you will access one of four enhanced research experiences:

- 1. Lab Rotation**
Start your candidature with three coordinated rotations in different laboratories. These rotations may be aligned to a preferred project or reflect a range of disciplines you wish to explore before selecting your project and supervisor for the rest of your PhD.
- 2. Interdisciplinary Research**
You will rotate at least two complementary discipline areas, allowing you to conduct your PhD research at the interface of those areas. This may involve supervisors from other departments, faculties or institutions.
- 3. Placement Program**
Undertake a placement in an external institution, potentially internationally, gaining experience in a different research environment.
- 4. Joint Award PhD Program**
Students in this program are undertaking a joint international PhD program with our top ranked UK university partners. The University of Warwick and The University of Nottingham.

Each candidate is entitled to receive up to \$13K across their candidature to support their enhanced research experience. Examples include travel funds to national/international placements, consumables for host labs, stipend extensions for the period used on the enhanced research experience. Please note: You cannot use this fund for attending conferences.

Please outline your option and plan in your commencement and 6 month milestone reviews.

To access the funding, please submit an email to Karen.Drakatos@monash.edu. You will be required to complete a google form, outlining the details of your enhanced research experience and the costs associated if it is a placement or interdisciplinary research program.

You will also be required to complete a [study away application](#) if you are studying away from the university.

STUDY AWAY AND TRAVEL GRANTS

Study away and Travel grant funding guidelines 2019

Approval from the Monash University Graduate Research Committee is required to pursue research interstate or overseas for any period of time. The application for study away must be supported by both the main supervisor and head of the academic unit (or nominee). Study away will only be approved where the proposed travel is an integral part of the research program.

Travel Grant funding:

In 2019, the travel grant funding will enable you to access funding for (not limited to) conference registration, accommodation, meals and other travel-related expenses.

The 2019 central funding remains at \$1,175 and the faculty funding at \$1,000.

In order to receive the travel funding you must submit a study away application and choose 'Study away with Travel grant'.

If you are presenting at a conference, you must attach your abstract and acceptance letter to your application. If you are conducting fieldwork with one of our collaborators, you are required to attach an invitation letter from your host.

If you are traveling overseas, you must also complete an international travel plan.

You can choose your own travel agent to process your booking. You will be required to pay for your travel upfront. Once your study away application has been approved, you can then complete and submit a claim form to receive a reimbursement. Please ensure you attach your receipts to your claim form. Please email karen.drakatos@monash.edu for a claim form.

Study away without a travel grant

If you not applying for a travel grant, but are studying away, you must still apply for study away only.

All study away applications that are approved, will automatically receive Travel insurance.

Study away application

Please note MGRO will not approve backdated requests, so please ensure you submit your application 4-6 weeks before your proposed travel date.

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.

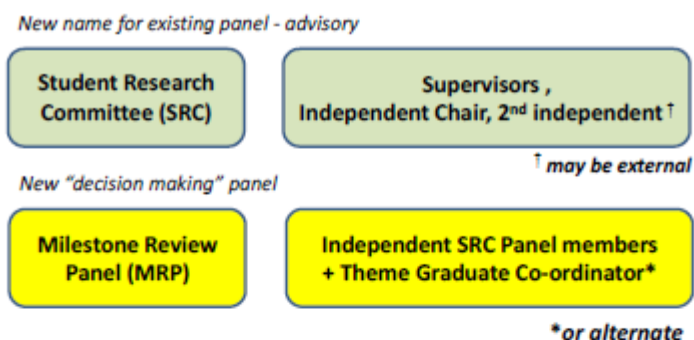
Please note: This milestone documentation is in the process of being updated, and new versions will be sent to you in the coming weeks. The new versions will include a description of each milestone, the requirement and the format for each meeting.

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

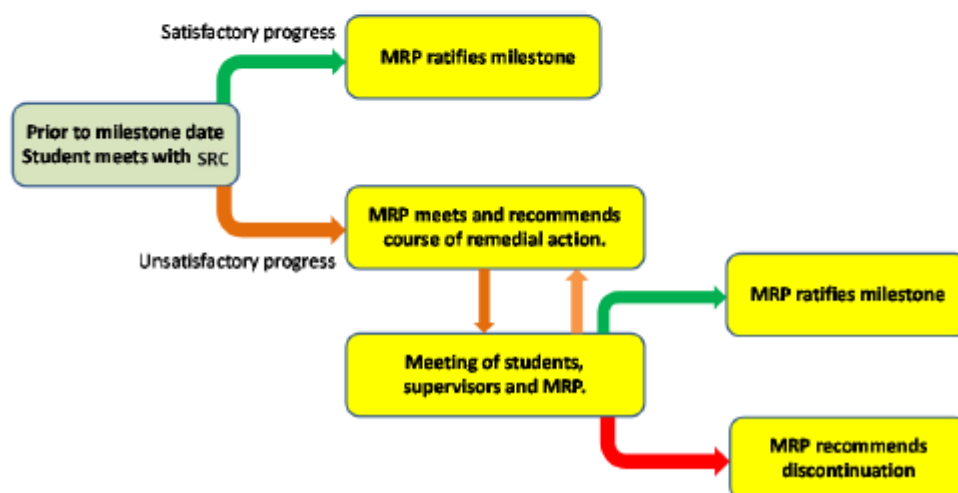
¹ Student Research Committee is appointed by the supervisor in consultation with Theme Grad Coordinator.

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.

LABARCHIVES: Electronic Laboratory Notebook (ELN)

What is an ELN? Electronic Laboratory Notebooks (ELN) is a digital platform that is designed to replace traditional paper research notebooks with a secure version and improved research workflow.

The University's ELN platform is **LabArchives**. The Professional Edition is now freely available to all Monash research staff and research students.

PLEASE NOTE: By the start of 2019, all researchers should be recording/storing their data using LabArchives.

Even though students will be required to record and store their data electronically, it is still expected that students will bring in a notebook to record their work/data and then input the information in Lab Archives later.