

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
 - 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 (held in April and October each year),
 - 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). 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.

Faculty of Medicine Nursing & Health Sciences

Biomedicine Discovery Institute Graduate School

6 Month Milestone Review Form

This form is relevant to Graduate Research students in the Biomedicine Graduate Program commencing from 1 January 2015 and is to be completed at 6 months of full-time enrolment or 12 months of part-time enrolment. The initial progress review is the first formal review of a student's academic performance to ensure that the student is on track and focused from the very beginning of their candidature. Please see the instructions to students and panel members on the Biomedicine Graduate Program website: <https://www.monash.edu/discovery-institute/graduate-program/research-progression-milestones>

Section 1 – Student Review and Declaration

Surname		Given Name	
ID Number		Course	PhD* <input type="checkbox"/> DPsych <input type="checkbox"/> Research Masters <input type="checkbox"/>
* Doctoral Program (for PhD students only)			
Course Start Date		Attendance	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>
Supervisors			
Academic Unit			

1.2 Student Review

Project title:

State the aims of your project: (1-2 page summary)

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)

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

What have you achieved in the past 6 months?

What do you plan to achieve in the next 6 months?

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

Please see [MGE Doctoral Program](#) and [Faculty](#) website for PhD requirement

Yes No N/A (Research Masters only)

Please attached a copy of your completed and planned research training activities.

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

Yes

No

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

Print Name

Signature

Date

Section 2 – Main Supervisor / Panel Review and Declarations

2.1 Main Supervisor and Panel Review

Date of Review Meeting ____ / ____ / ____

Has a set of feasible aims been developed?

Yes No

Does the student understand the theoretical / conceptual framework on which the project is based?

Yes No

Has there been progress on the thesis literature review?

Yes No

Has the supervisor discussed ethics with the student?

N/A

Yes No

Has the supervisor discussed [intellectual property](#) issues with the student?

Yes No

Has progress over the first 6 months met with general expectations?

Yes No

Is there a satisfactory research plan for the next 6 months?

Yes No

Has the Competencies Rubrics been discussed with the student?

Yes No

Is the student on track with the training / coursework requirements of their doctoral program?

Yes No

N/A (Research Masters only)

Is the student using [Lab Archives](#), the University's online Electronic Laboratory Notebook?

Yes No

Are there any issues that may adversely affect the student's progress?

Yes No

Please provide comments relating to any issues hindering progress (eg. English, health, access to resources, etc.):

2.2 Main Supervisor and Panel Chair and Members Declarations

Main Supervisor Name:	Signature	Date
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Panel Chair/Graduate Research Co-ordinator

Name:	Signature	Date
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Send email notification to student advising of review outcome: i.e successful / unsuccessful

Panel Members (please add rows as required):

Name:	Signature	Date
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Name:	Signature	Date
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Name:	Signature	Date
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Panel Chair is to send this form (and supplementary documentation), report from my.Development and the Competencies Rubric to BDI-Graduate.Program@monash.edu

PLEASE ENSURE ALL SIGNATURES ARE OBTAINED.

Section 3 – School or Academic Unit Administration Checklist

<input type="checkbox"/>	Copy is forwarded to the School or Academic Unit Graduate Research Coordinator for their review. If issues or risks with the project feasibility, supervisory team or academic progress have been identified; <u>this must be followed up by the Graduate Research Coordinator.</u>
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□	This form (and any other accompanying documentation) is scanned to student's HP Records/TRIM record: http://adm.monash.edu/records-archives/trim/trim-access/trim-training.html			
□	Send email notification to student advising of review outcome: i.e successful / unsuccessful			
□	Key 'achieved' in callista for this milestone ('FRES-REV-6')			
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