

Biomedicine Graduate Program

Confirmation - Instructions for Students

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. Completion of the compulsory doctoral training activities.
4. 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 confirmation meeting process – see the document entitled: Confirmation Instructions for Milestone Panel.

REQUIREMENTS FOR CONFIRMATION OF CANDIDATURE

1. Oral Presentation (20 mins)

An oral presentation on the research project should be given to your Milestone Panel and other members of the Department (this can be a departmental seminar or other forum). The oral presentation should include:

- Overview of research undertaken to date.
- Anticipated future directions of the research program.

The oral presentation should be followed by questions and feedback from the audience and panel members.

2. Progress Report

The progress report is a detailed RESEARCH DESCRIPTION which INCLUDES LITERATURE REVIEW, RESEARCH PROPOSAL & PROGRESS to date and a TIMELINE.

- BDI Graduate School requirement is a report of between 5000-8000 words in length

The progress report must include:

- (a) Title of thesis or area of research.
- (b) Literature review – typically 4000-6000 words (a synopsis of the literature relevant to the thesis topic to provide background and context; statement of the research problems including a justification of its value in the current field; identify gaps in existing knowledge and how the research will address these).
- (b) The research proposal (aims, hypothesis, research plan including methods/techniques).
- (c) Progress on methodology and results obtained to date (detail substantial progress towards at least one of the aims, use figures and figure legends to augment the text).
- (d) Timetable for completing thesis with a detailed statement of progress to date. Students should be aiming to submit their thesis within 3.3 years.
- (e) Timetable for completing doctoral training activities from my.Development.
- (e) Brief bibliography.
- (f) Evidence of research outputs (if applicable) for example any publication (in preparation, submitted or accepted), draft thesis chapter.

3. Doctoral Training Activities

You must have completed by their confirmation of candidature:

- The Research Integrity (online module),
- The Biomedicine Graduate Program Induction,
- The Monash Graduate Research Induction (online activity).

It is recommended that by this milestone a student should aim to have complete 50% of their training requirements in their first year.