Biomedicine Graduate Program
Final Review – Instructions for Milestone Panel

Student

1. Organise time/place for seminar and panel meeting – make sure all members can attend.

2. Initiation of the online milestone review form. This will be done either via professional staff in the department OR by the student. The "Student review" section will contain details of the student and uploaded documents – milestone progress report (see below for requirements) and training report from my.Development.

3. Print out the Competencies Rubric and give it to the supervisors at least a week prior to the scheduled meeting and remind them to bring it to the panel meeting.

Supervisor

1. The online form will workflow to the Main Supervisor for completion of "Supervisor Review" section.

2. Bring the Competencies Rubric to the meeting.

Chair and Panel members

1. Please refer to and complete the Faculty "Checklist guide for Panel Chairs of Milestone Reviews" (see attached).

2. Review the student's seminar and written documents. It is important to review the timeline for thesis submission and that the student is on track to submit on time ie candidature length of no more than 3.3 years (unless extensions have been approved).

3. All Panel members attend student seminars. All Panel members should be prepared to ask questions at the seminar.

4. At the conclusion of the seminar, the Panel convenes to discuss the student's progress.

The Meeting

The following is a general order of events overseen by the PANEL CHAIR:

a. Panel convenes without the student to obtain feedback from supervisors regarding the student's progress over the first 12 months (use the Competencies Rubric as a guide). The Panel also discusses and gives general impressions of the seminar and the submitted written documents. All Panel members should be prepared to raise any issues relevant to the student's progress and feasibility of the proposed project.

b. The Chair then invites the student to join the panel and explains the process (it is a good time to reassure the student and encourage them to relax).

c. The Panel provides the student with feedback on the presentation, comments on the strengths and offers suggestions of how to improve the talk (where appropriate).

d. There is then general discussion about the progress: how they feel about their progress after three years, feasibility of the project plan (i.e. clarity and scope of aims, too ambitious etc). Are there any issues with potential to cause delays?

e. Ask the student what their plans are for papers – remind them that Monash allows Thesis by Publication (can be a mixture of chapters and papers) - ask them how their thesis will be structured.

f. Briefly discuss data management: is their data stored in a secure and retrievable fashion?

g. Briefly discuss any specific training needs that are required before submission including English language instruction (use the Competencies Rubric as a guide).

h. Has there been any change in IP status?

i. Discuss planned submission date – noting that submission is due within 6 months of this Review.

j. **Student only** chat.

k. Invite the supervisors back and discuss issues with supervisors **if** the student wishes – otherwise the discussion remains confidential.

Chair

1. Collect the completed Competencies Rubric from the supervisor and upload it to the online milestone form.

2. After the panel is held, the Chair of the Milestone Panel will complete the "Panel review" section of the online milestone form, recommending satisfactory or unsatisfactory progress on behalf of the Panel members. Please refer to the Faculty "Checklist guide for Panel Chairs of Milestone Reviews" (see attached) for panel recommendation options.

3. All panel members, the supervisor and the student receive an automatic email to review the completed report.

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REQUIREMENTS FOR FINAL REVIEW

At this stage a majority of the thesis should be written and student should be able to receive guidance on the final stages of their project.

1. Oral Presentation (>20 mins)

The student is required to present a public seminar (20-minute minimum) to a critical audience which includes a designated milestone panel. The seminar should provide a summary of the thesis findings and implications. It should describe, in greater detail, at least one element of the research. The presentation should normally be followed by time for open questions. Time for feedback should be provided by the Panel in a closed session.

2. Progress Report

BDI Graduate School requires the written submission to **not exceed 3000 words** (minimum 1500). It must include:

- Chapter plan of the thesis.

- Progress on each chapter.

- Timeline for completion of each chapter and thesis submission plus any outstanding graduate research professional development activities. Evidence of research output(s) for example publications (in preparation, submitted or accepted), draft of thesis chapters.

The thesis summary should provide a brief overview of the research project and the main findings and a more detailed explanation of the research element presented at the seminar.

3. Doctoral Training Activities

Students should have completed the majority (if not all) of the 120 hours of graduate research professional development activities by this stage.

CHECKLIST GUIDE FOR PANEL CHAIRS OF MILESTONE REVIEWS

To be used in conjunction with Guidelines for Milestone Review Panels and Graduate Research Progress Management Procedures

Panel Composition (minimum 3 members)

Chair – Sufficiently experienced and qualified academic staff member of FMNHS

Member 2: Qualified, independent academic staff member of Academic Unit or Faculty or Monash University.

Member 3: Qualified, independent academic staff member conversant with the student's general area of research

No panel member has been directly involved with the student's specific project

No panel member is a currently enrolled graduate research student at Monash

All panel members have read the Guidelines for Milestone Review Panels

Pre-Review of Student's Progress Report (Written submission)

Ensure Panel members have received copies of student's written submission and supporting milestone documents (as per Faculty specific requirements) at least 5 days prior to panel review. This is the student's responsibility to upload and submit online prior to the Main supervisor completing their part of the online milestone report form. Email distribution to panel members and supervisors as a back up is encouraged

Milestone Review – Oral Presentation

Student presents at a forum open to the public (in accordance with the Faculty specific requirements), typically at a departmental seminar or equivalent

Minimum 20 minute oral presentation undertaken by the student, followed by question time. Student should be able to respond without assistance from their supervisors

All panel members in attendance

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CHECKLIST GUIDE FOR PANEL CHAIRS OF MILESTONE REVIEWS

Panel Review Process

Panel meets with main supervisor (without student) to provide feedback on student's written report, oral presentation and progress.

Supervisor is provided with the opportunity to raise any issues or concerns with the panel.

(While the supervisors do not have a formal vote in the decision of the MRP, they are expected to and must be given the opportunity to provide input into, and contribute to, the decision of the MRP. Where appropriate, they should also contribute to discussions on the student's progress and the future phases of the research project in the presence of the student.)

Panel meets with student (without supervisor) to provide their feedback on student's written report (in accordance with Faculty specific requirements)

Panel to provide feedback on oral presentation and student progress

Suggested Panel questions / considerations around the following themes:

- *the student's research progress to date,*
- *the student's presentation and research plan,*
- *whether the student's work is of sufficient quality to merit being deemed satisfactory for the purposes of the milestone;*
- *has student demonstrated sufficient understanding of the fundamental theory of the field and their ability to apply this understanding independently (as appropriate for milestone type)*
- *whether the student has sufficient resources to successfully complete their course of study within the prescribed timeframe; and*
- *any roadblocks or other issues of relevance, including completion of mandatory research integrity training, intellectual property and ethics issues.*
- *Address each progress criteria (tick box) as listed in the Panel Chair section of the online milestone report form*

Panel Feedback provided to the student should be constructive and action-focused where specific requirements or tasks need to be addressed.

Panel Responses to Progress Issues (consider):

- Review requirements; duration specifications (time needed to complete tasks);
- timing (stage of candidature);
- Intervention strategies – academic Support for students (uni services*) and supervisors;
- General welfare; Advice regarding course & program requirements including development;
- Student is advised of the *support services available to them at the university.

CHECKLIST GUIDE FOR PANEL CHAIRS OF MILESTONE REVIEWS

OPTION 1: Panel recommendation – Satisfactory (one of the following options)

Satisfactory – student has met the academic requirements of the milestone and has demonstrated satisfactory progress. Chair completes and submits online milestone report form (Panel members automatically receive online copy)

Satisfactory with minor amendments – prior to subsequent review – Written feedback is to be provided to the student outlining these amendments. Chair uploads or includes the feedback notes in the online milestone report form prior to their submission of form.

Satisfactory – transfer to Doctoral Program (Masters confirmation only).
Student has demonstrated exemplary progress and scope of project warrants a transfer to a doctoral program.

OPTION 2: Panel recommendation – Not Yet Satisfactory (Extension & Review Required)

Not Yet Satisfactory – Examples of a student not having yet demonstrated satisfactory progress may include (but are not limited to) the following:

- *The student is not able to demonstrate that their research will/is making a substantial and original contribution to knowledge of the subject with which it deals;*
- *The student is unable to demonstrate familiarity with, and understanding of, the relevant literature;*
- *The research methods adopted are not appropriate to the subject matter and are not being properly applied;*
- *Depending upon the milestone and the stage of the student's enrolment, the student is unable to demonstrate that their results are suitably set out and accompanied by adequate exposition;*
- *The quality of academic writing and general presentation are not yet of a standard appropriate to the degree in which the student is enrolled.*

Chair informally and clearly communicates reasons why the student's progress is considered unsatisfactory **at the time of the review**.

Student is advised of *support services available to them at the university.

Chair **promptly** completes the online report form, listing the following details:
(Note, the details provided will be auto populated into the formal e notification of 'Not Yet Met' milestone.

- detailed reasons why progress in the research program is considered unsatisfactory;
- tasks required to meet the milestone requirements along with a timeframe for completion of those tasks which is realistic, taking into account the student's mode of enrolment (i.e. fulltime or part-time);
- the date and time of a reconvening of the MRP in order to consider the student's response to the matters raised in the Notice of Unsatisfactory Progress letter;

The student will automatically receive this notice once Faculty has received and completed the online form.
Prompt online submission by Chair to Faculty is required to enable the notification to student, to occur within 5 working days (a university requirement).

Reconvened Milestone Review (takes place if OPTION 2 is recommended)

- Refer to Graduate Research Progress Management Procedures
- Faculty support contact: Phyllis Di Palma 990 20047 (Faculty Graduate Research Office)

CHECKLIST GUIDE FOR PANEL CHAIRS OF MILESTONE REVIEWS

USEFUL LINKS

- *Guidelines for Milestone Review Panels*
  www.monash.edu/policy-bank/academic/graduate-education/guidelines-milestone-review-panel-and-apr-panels

- Student and Supervisor responsibilities:
  Code of practice for supervision of doctoral and research master's students
  www.monash.edu/graduate-research/faqs-and-resources/content/chapter-five/5-2

- *Graduate Research Progress Management Procedures*
  www.monash.edu/__data/assets/pdf_file/0009/797157/Graduate-Research-Progress-Management-Procedures.pdf

*UNIVERSITY SUPPORT SERVICES FOR GRADUATE RESEARCH STUDENTS

- Study Skills
  www.monash.edu/rlo/graduate-research-writing

- Research and Learning Online
  www.monash.edu/rlo

- Professional Development Activities: *MyDevelopment*
  www.intranet.monash/graduate-research/doctoral-program/mydevelopment

- Counselling Services
  www.monash.edu/health/counselling

- Student Life and Support services
  www.monash.edu/students/support

- MPA
  mpa.monash.edu.au/research-postgrads/index.html

- Disability Support services
  www.monash.edu/disability

- Monash Connect
  www.monash.edu/connect

- Writing and Communication
  www.monash.edu/medicine/research/grad-research/support/resources/writing-comm

MNHS Faculty Specific Milestone Requirements

Confirmation

Oral Presentation

20-minute presentation (minimum) at an Academic Unit seminar or other forum, to include:
- Overview of research undertaken
- Anticipated future directions of the research program

Oral presentation followed by questions and feedback from members of the audience.

Progress Report

Submission of a written report (minimum 2000 words), to include:
- Title of research report / thesis
- Brief introduction (including the following):
  - statement of research problem(s)
  - theoretical and conceptual framework
  - review of relevant literature, research and theory
- Research aims & hypotheses
- Progress on methodology & results (if latter is applicable)
- Timeline to completion of thesis, including coursework and /or graduate research professional activities (if applicable)
- PLUS evidence of research output/s (only if applicable, see below)

Research Output/s

Submission of further written evidence of progress, for example:
- any publication (submitted or accepted)
- any manuscript (in preparation, submitted or accepted)
- draft thesis chapter

Students must submit their progress report to the panel at least one week prior to the presentation.

Students must check with their individual Academic Unit for any additional local hurdle requirements over the requirements listed above.

Mid-candidature / Progress Review

Oral Presentation

20-minute presentation (minimum) at an Academic Unit seminar or other forum, to include:
- Detailed description of at least one significant component of research undertaken
- Anticipated future directions of the research program

Oral presentation followed by questions and feedback from members of the audience.

Progress Report

Submission of a written report (minimum 1500 words), to include:
- Brief overview of research project
- Proposed thesis structure (chapter by chapter outline)
- Detailed statement of progress and/or proposed variations of progress to date.
- Identification of any perceived difficulties (current or future) which could impede completion of the project according to the work plan and suggestions to overcome these difficulties.
- Timeline to completion of thesis developed at confirmation, including coursework and /or graduate research professional activities (if applicable)
- PLUS evidence of research output/s (see below)

Research Output/s

Submission of further written evidence of progress since Confirmation Review of one of the following:
- any publication (submitted or accepted)
- any manuscript (in preparation, submitted or accepted)
- draft thesis chapter

Students must submit their progress report to the panel at least one week prior to the presentation.

Students must check with their individual Academic Unit for any additional local requirements.

Pre-submission seminar / Final Review

Oral Presentation

20-minute presentation (minimum) at an Academic Unit seminar or other forum, to include:
- Summary of thesis findings and implications
- Detailed description of at least one significant component of research undertaken

Oral presentation followed by question time and feedback from members of the audience.

Progress Report

Submission of a written report (minimum 1500 words), to include:
- Chapter plan of thesis project
- Progress on each chapter
- Timeline for completion of each chapter by thesis submission date plus any outstanding coursework and/or graduate research professional development activities (if applicable).
- PLUS evidence of research output/s (see below)

Research Output/s:

Submission of further written evidence of progress since Progress Review (i.e., additional to the Research Output presented at the Progress Review)
- any publication (submitted or accepted)
- any manuscript (in preparation, submitted or accepted)
- draft thesis chapter

Students must submit their progress report to the panel at least one week prior to the presentation.

Students must check with their Academic Unit for any additional local requirements.