

Biomedicine Graduate Program

Guidelines for PhD Student Milestone Review Panels

The Biomedicine Graduate Program Management Committee has instituted a uniform system of PhD Student Progression Management which also extends to Milestone Review Panels. The system meets the Monash Graduate Education (MGE) requirements (see the Graduate Research Progress Management Procedures at: <http://www.monash.edu/policy-bank/academic/graduate-education/grad-research-progress-management-procedures>)

Milestone Review Panel Composition

Each PhD student should have a Milestone Review Panel consisting of at least:

- The Chair;
- At least two appropriately qualified independent members, one of whom is to be an academic staff member drawn from the student's academic unit, faculty or from another academic unit or faculty within the University. Where appropriate, one member may be external to the University with relevant expertise.

(At least one of the independent members of the Panel is to be conversant with the general area of research).

Please note:

Where appropriate, the Chair can nominate additional members to be on the Panel, including panel member(s) external to the University with relevant expertise.

No panel member, including the Chair, should be (or have been) directly involved with the student's specific project, for example, as a current or former supervisor. No panel member should also be a currently enrolled graduate research student of the University.

From 1 January 2015, supervisors will no longer have formal decision-making authority on the panel established to review the student's progress. The student's supervisors will, however, continue to play an integral role therein, providing expertise, counsel and advocacy throughout the process. Supervisors will be expected to maintain their capacity to contribute to public discussion of the student's progress and to meet with the panel without the student present, in line with the Graduate Research Progress Management Procedures.

As standard practice, all members of the Panel, along with the student's supervisor(s), are to attend the student's oral presentations and receive copies of the student's written work.

The student and supervisor(s) will be required to meet independently with the Panel to provide feedback on the student's progress.

Number and Timing of Milestone Review Panel Meetings with the Student

At a minimum, Milestone Review Panels should meet with the student at the four candidature milestones:

1. 6-month Review
2. Confirmation of Candidature (at 12 months of candidature)
3. Progress / Mid-Candidature Review (at 24 months of candidature)
3. Final / Pre-Submission Review (at 36 months)