

Information for HDR 6-month review Panel Meeting

The HDR 6-month review is an interim review in the 12 month Confirmation of Candidature to ensure that the student is on track to fulfil the requirements of confirmation.

For PhD students:

<https://www.monash.edu/graduate-research/faqs-and-resources/content/chapter-three/3-10>

Research Masters students:

<https://www.monash.edu/graduate-research/faqs-and-resources/masters/chapter-three/3-8>

The purpose of the 6-month review is to:

- provide objective confirmation that the research direction is sound, the methodologies are appropriate and the standard of writing is satisfactory (**see page 2**)
- allow candidates a platform on which to receive useful insights and feedback on their progress and research direction from a panel of experienced academics;
- obtain independent advice in the refinement and development of the research question and methods;
- provide a supportive environment to enhance presentation skills; and
- identify any difficulties that may impede successful completion of the research project. Any issues identified should be resolved before the 12-month confirmation process.

The candidate must demonstrate:

- diligent and effective application to the research project;
- initiative consistent with the requirements of the course;
- satisfactory progress in the research project; and
- satisfactory progress in the coursework, practicum or performance components of the program, if applicable.

Themes have specific requirements with respect to oral presentations at this review. Students and supervisors should consult with Graduate Co-ordinator regarding expectations.

Note: These are the Faculty's minimum requirements. Themes of the Faculty may have additional requirements for the review process.

Requirements for HDR 6-month review Panel Meeting

By 6 months candidates will be expected to have made progress in the research project, to have an in-depth knowledge of the literature in their field, and to have developed a research plan that is a road-map for their thesis project. In order to demonstrate this progress, candidates will prepare two documents.

Research Plan. The research plan is a road map for the entire thesis project. It should include:

- a. project abstract (250 word summary in lay language);
- b. literature review that summarizes existing knowledge and identifies knowledge gaps that will be addressed;
- c. statement of hypotheses and specific aims;
- d. experimental design and methods of planned experiments, including statistical methods and a timeline for the proposed work;
- e. discussion of expected outcomes, anticipated problems and alternative strategies; and
- f. bibliography.

Progress Report. The Progress Report should include: (a) results and discussion for the work to date including details of any problems encountered (b) immediate conclusions and future directions and (c) materials and methods/experimental.

Both documents should be single spaced, Times Roman 12 point font, A4 paper, with 2 cm margins. The Research Plan (sections a-e) and Progress Report (sections a-b) should both not exceed 10 pages, including figures. The documents should be submitted to all Panel members one week before the meeting (PDF or Word documents).

For candidates from CMUS, the reports should be combined, but will be no more than 30 typewritten pages or 8,000 – 10,000 words, exclusive of the timeline and the list of references).

Report of 6-month Review Panel Meeting

Date of review:			
Student Id:		Student's name:	
Main Supervisor name:		Co-supervisor/s name:	
Panel chairperson			
Panel members			
<p>Panel Discussion: Summarise the outcomes of the meeting – focus on the progress made to date and the nature of any changes or specific goals for the project, any considerations relating to successful completion of the Confirmation process.</p> <p>Research Plan: Chair to confirm that the written paper was provided in accordance with the guidelines</p>			
<p>Progress Report: Chair to confirm that the written paper was provided in accordance with the guidelines. Comments from the panel - Please outline any issues / or requirements that the student needs to follow up on or be made aware of..</p>			
<p>Research Training Plan Students to attach a training report from my Development. Discuss completed and future training.</p> <p>Has the student completed the following compulsory training? (please tick)</p> <p><input type="checkbox"/> Faculty Induction <input type="checkbox"/> Winter school <input type="checkbox"/> Theme training</p>			
<p>Additional Research Experience (please tick)</p> <p><input type="checkbox"/> Rotation model <input type="checkbox"/> Interdisciplinary <input type="checkbox"/> Placement <input type="checkbox"/> Joint PhD Warwick / Nottingham</p>			
<p>Plan for supervision Outline the plan for supervision when the student is on their additional research experience. (If there is a change of supervision, please complete the change of supervision form)</p>			
<p>Details of Additional Experience - Only complete the section below if there are changes from the commencement review.</p>			
Year	\$	<p>Each candidate is entitled to up to \$13,000 across their candidature to support their additional experience.</p> <p>Please provide a budget breakdown of how this amount will likely be spent per year: Examples include, travel funds to national/international placements,, consumables for host labs, stipend extensions</p>	
Year 1			
Year 2			
Year 3			
Year 4			
Additional comments			
<p>Signatures (Student, Main Supervisor, Panel Chairperson and Theme Graduate Coordinator must sign below)</p>			
Student		Date: / /	
Main supervisor		Date: / /	
Panel chairperson		Date: / /	
Graduate co-ordinator		Date: / /	