



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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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.

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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 – 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 **formally** advises the student of its decision via the [Notice of Unsatisfactory Progress Letter](#) within 5 working days of making its decision (email to student; cc to panel members and faculty med-research.degrees@monash.edu).

Letter to include:

- 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;

Chair uploads a copy of their Notice of Unsatisfactory Progress letter and submits the online milestone report form within the 5 working days.

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)

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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
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