Please ensure that one of the first things all newly enrolled Postgraduate students do is to go and introduce themselves to Anna Severin (Bldg.23 North, Room 135) or Professor Philip Marriott (Bldg 23N, G04). This helps Anna (and Phil) know that the student has actually started, and ensures the student knows where to go (i.e. to Anna or Phil) if problems should arise. All supervisors should send Anna (cc Phil) a quick email advising that a HDR student has started so that SRP panels can be set up. This is particularly important for externally based students (eg CSIRO).

Mrs. Anna Severin Office Hours and Contact Details:

Tuesday 8.45-3.40pm

Wednesday 8.45-3.40pm

Thursday 8.45-3.40pm

Friday 8.45-3.40pm

Phone 9905 4546

Email: Anna.Severin@monash.edu

Professor Philip Marriott Contact Details:

Head Postgraduate Affairs (HPA)

Tel: +61 3 9905 9630(W) Room G04, Bldg 23N, Clayton Campus Email: Philip.Marriott@monash.edu

• **Paperwork.** Many of the University and Faculty forms ask for the Heads signature before the form can progress. This includes candidature, travel, awards etc. **Phil is the appointed nominee for Head of School with respect to signing ALL forms associated with HDR matters on behalf of the School.** If you cannot find Phil, give the form(s) to Anna and she will see that they are signed appropriately and either returned or sent to the Faculty. By keeping the paperwork confined to Anna and Phil, the School is best able to keep track of paperwork and to make sure it complies with rules and regulations.

Therefore, please ensure \*ALL\* paperwork goes through Anna so that the School can keep track of it and so that we have a copy on file. Where necessary, Anna will pass it ontoPhil for signing, and then forward it to either the Faculty or MRGS as required.

• **Confirmation of candidature**. It is the responsibility of the student to organise their confirmation oral and panel meeting, and to coordinate these with Anna and the SRP panel. Thus the student should to make an appointment to see Anna to discuss booking of the Bruce West Room and other Confirmation matters well in advance of

the due date for confirmation (12 months from commencement). It is usual (and easiest) for panel meetings to follow directly after the student's talk (although not compulsory). Please make sure your panel has the report well in advance (at least ONE FULL WEEK beforehand). If supervisors would like to see the reports before submission (which is highly recommend) then both students and supervisors need to take this one week into account and ensure revisions are finalised by then and the reports delivered to the panel members.

The school SRP forms for confirmation talks and panel meetings are no longer used - all this information is now to be entered on the new MRGS forms in the appropriate sections. These will have been sent by MRGS directly to the students. These forms need to be taken to the panel meeting for the panel to fill them in.

Confirmation seminars are chaired by the Chair of the student's SRP panel.

**• Candidature problems**. Any students having ANY problems with their candidature (including problems with supervisors or other students or staff members) are encouraged to come and see either Phil or Anna for a chat. Any discussions will be completely private and confidential. They are both available to help. Your SRP panel is also available for similar consultation, and again any such discussions are completely confidential.

• **Postgraduate representatives.** Please check with reception.

• **Thesis submission**. Supervisors need to ensure referees are identified well in advance of submission and that the appropriate form is completed and submitted either before or with the thesis.

• **Revised thesis submission**. For theses that are passed subject to the satisfaction of the Head of Department, Phil will need to see the thesis and revisions (usually an addendum to be inserted) BEFORE it is submitted to MRGS. He will then sign and give you a form to submit at MRGS with the revised thesis. The thesis cannot be passed until MRGS receives this form. It would also be helpful if supervisors can send Phil a quick email to let him know that they have also seen the proposed amendments and are satisfied with them.

• **Thesis allowance**. SOME scholarships (e.g. APA, MGS, Dean's Scholarships) provide a thesis allowance - i.e. funds to assist with printing and binding the thesis. However, for those students on other types of scholarships, it is entirely up to the discretion of the scholarship provider, and students should check with their supervisors first. Note that the School of Chemistry does not provide a thesis allowance because the School does not provide scholarships. If you think you are on a 'Departmental Scholarship' it is likely that your scholarship is in fact being paid by your supervisor, and thus it is at their discretion as to whether they provide a thesis allowance. Note that this is not an automatic 'right'.

• **Milestones.** There is a new schedule of milestones for PhD students. If you are an existing PhD student who started before 1/1/10 you have the option of continuing under the old schedule of milestones or changing to the new schedule. The only exception is that ALL will need to do the online Annual Reports (details below) - this will need to be done before you can re-enrol for the following year. If you started on 1/1/10 or later, you will follow the new schedule. The new schedule is as follows:

**3 months**: Introductory report. This short report should introduce the student's project to the SRP panel, and then provide a timeline for its completion. It should contain a background (which can later form the basis (hopefully) of the eventual thesis introductory chapter), as well as details of the aims of the project. Supervisors and SRP panels should also use this as an early guide to a student's written English skills. Please seek assistance at this early stage for those students who are likely to need it.

**12 months**: Confirmation of Candidature. A report needs to be submitted to the SRP panel as evidence that candidature should be confirmed. This should include a statement on progress to date, and a timetable indicating both progress to date and a timeline for completion. A 30min seminar is also given at this time.

**21-27 months**: Mid-candidature review. A report should be submitted, and a meeting arranged between the SRP panel, the supervisors, and the student. The report should consist of a piece of writing (e.g. published or drafted paper, a thesis chapter draft), a short report (min 1000 words) on the student's overall progress (including any difficulties encountered or foreseen), and a timetable for completion (including present progress).

**30-36 months**: A pre-submission seminar and report. Note that the SRP panel should be present, so a seminar at a conference does not count. There is no good reason why you shouldn't give a seminar to the School before you submit, and tell us all about the wonderful research you've just about finished. This should be a much easier seminar to prepare than the confirmation one. The report should not be more than 3000 words and should consist of a thesis summary and a chapter outline, and should "provide a brief overview of the research project and the main findings." This report should be submitted to the SRP panel BEFORE the seminar.

Pre-submission seminars are to be chaired by the student's supervisor.

**Annually**: An online annual report will be completed by both the student and supervisor. Note that these should be a fairly straight forward and short exercise - just a 1 or 2 page online form. As this will be done independently by supervisor and student it is important that they discuss the report first - MRGS will attempt to reconcile those reports in which the student and supervisor are in disagreement.

So the changes basically consist of a reduction of the annual reports to a simple online form, balanced against the introduction of a mid-candidature review and a pre-submission seminar and report.

Further details on the new Milestones can be found here: http://www.mrgs.monash.edu.au/research/doctoral/chapter3h.html

• **Milestone reports.** If used correctly these reports require little extra work. So please approach these reports wisely. For the confirmation of candidature and the mid-candidature review reports, it is perfectly fine for these to consist of a significant piece of writing accompanied by a BRIEF summary of where your project is at overall (what you've done, what you've yet to do) and a timeline for finishing it. Perhaps also attach your introductory report again as an introduction/refresher for the Panel. The 'significant piece of writing' could be a paper (or two! Either a fairly complete draft or even a submitted or published one), or a draft of a chapter (or even experimental sections written up of what you've done so far). Thus this is not necessarily requiring a lot of extra time to write, and if it does then the time taken now will be saved at the end when you are assembling your thesis. Similarly, a well written introductory report can be a solid foundation for the eventual Introductory chapter of the thesis. So please make these reports work for you rather than just being an administrative burden.

• **Laptops.** As you should be aware, there is a new laptop policy in place whereby the School buys a laptop you nominate off the Faculty approved list (http://sci.monash.edu/itsupport/hardware.html), and it is loaned to you for the duration of your candidature. At the end you may have the option of buying it for a nominal amount, depending on when in your candidature it was bought. If you are interested, email Phil the details of your laptop of choice (from the approved list), supervisor's name, and candidature start date, and we'll take it from there. If the School has already contributed under the old scheme to you buying a laptop, then too bad - only one trip to that well is available.

• **Seminars.** This is a reminder that ALL students that they are expected to attend School seminars, including the regular Monday visiting speakers, the Friday confirmation of candidature seminars (please support your fellow students), and the monthly MCS seminars. They are an important part of your education. It is too easy for you to get stuck in a very narrowly focused project, so the seminars are an essential way to give your learning some "breadth" to complement the "depth" of your project.

• **Signing of forms.** Many of the University and Faculty forms ask for the Heads signature before the form can progress. This includes candidature, travel, awards etc. **Phil Marriott is the appointed nominee for signing ALL forms associated with HDR matters on behalf of the School.** If you cannot find Phil, give the form(s) to Anna and she will see that they are signed appropriately and either returned or sent to the Faculty. By keeping the paperwork confined to Anna and Phil, the School is best able to keep track of paperwork and to make sure it complies with rules and regulations.