

UNIVERSITY OF MELBOURNE – RMH/PARKVILLE DEPARTMENTS
Procedures for GR Confirmation/Progress Review Reports (only for Medicine and Radiology, Surgery)

CONFIRMATION REPORTS

Purpose

PhD students undertake confirmation of candidature after 12 months.

Further details: <http://gradresearch.unimelb.edu.au/being-a-candidate/confirmation>

Confirmation Procedures

- MDHS Learning and Teaching Unit (LTU) will send out email notifications to students due for confirmation, approximately two months prior to the Confirmation due date.
- The GR Coordinator forwards the email to the supervisors for their attention.
- Prior to the report due date, the student must organize a time for their Confirmation presentation and meeting by contacting the GR Coordinator to make a preliminary booking. The student should then liaise with their supervisors, other invited academics and the GR Academic Coordinator (who usually Chairs the meeting), to confirm the date of the meeting. The GR Coordinator should be informed about the final agreed date so it can be booked in. The Confirmation Committee should also include a researcher external to the project who can provide critical review.
- At least 10 working days prior to the meeting, students should circulate the Confirmation form and the written Confirmation report to all members of the Confirmation Committee (including the Chair and the GR Coordinator). Students must bring at least one hardcopy of the Confirmation form on the day so it can be signed off by the Committee after the meeting.
- The oral presentations are usually of approximately of 30 minute duration (20 min for the talk and 10 min question time) and they are held during the RHD seminar sessions on Fridays between 9 am – 10 am at the Ewing LT, Level 5, Clinical Sciences Building, RMH. Students can bring their own laptop or book it from the GR Coordinator prior to the day of presentation. Students are also advised to book a practice session, if necessary, in the Ewing (prior to their formal seminar), by contacting the Surgery department on 8344 5492.
- The RHD seminar is advertised within the departments about a week before the presentation.
- After the presentation, the Confirmation Committee meets to discuss progress and complete the form – this can take up to 45 min. Students should make sure that at least one and a half hours is allocated to the presentation and the Confirmation meeting.
- After the meeting, the completed form needs to be forwarded to the GR Coordinator so that the Head of Department signature can be organised, if necessary.
- The GR Coordinator keeps the hardcopy of the completed form for dept. filing and sends an electronic copy of all documents to the MDHS TLU.

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PROGRESS REVIEW REPORTS

Purpose

PhD students are required to submit **an annual progress report at the end of each year of candidature, prior to thesis submission,** to ensure that their research project is on track for completion. Part-time students will still have to complete the progress reports yearly but do not have to go through the Confirmation process until two years after commencement. <http://gradresearch.unimelb.edu.au/being-a-candidate/reviewing-my-progress>

Progress Review Procedures

- MDHS Learning and Teaching Unit (LTU) will send out email notifications to students due for annual progress reports, approximately two months prior to the due date
- The GR Coordinator forwards the email to the supervisors for their attention.
- Prior to the report due date, the student must organize a time for an oral presentation of their project by contacting the GR Coordinator to make a preliminary booking. The student should then liaise with their supervisors, other invited academics and the GR Academic Coordinator (who usually Chairs the meeting), to confirm the date of the meeting. The GR Coordinator should be informed about the final agreed date so it can be booked in. The Advisory Committee should also include a researcher external to the project who can provide critical external review.
- At least 5 working days prior to the meeting, students should circulate the progress form and any written progress report to all members of the Advisory Committee (including the Chair and the GR Coordinator). Students must bring at least one hardcopy of the progress form on the day so it can be signed off by the Committee after the meeting.
- The oral presentations are usually of approximately of 30 minute duration (20 min for the talk and 10 min question time) and they are held during the RHD seminar sessions on Fridays between 9 am – 10 am at the Ewing LT, Level 5, Clinical Sciences Building, RMH. Students can bring their own laptop or book it from the GR Coordinator prior to the day of presentation. Students are also advised to book a practice session, if necessary, in the Ewing (prior to their formal seminar), by contacting the Surgery department on 8344 5492.
- The RHD seminar is advertised within the departments about a week before the presentation.
- After the presentation, the Advisory Committee meets to discuss progress and complete the report – this can take up to 45 min. Students should make sure that at least one and a half hours is allocated to the presentation and the Committee meeting.
- The completed form then needs to be forwarded to the GR Coordinator so that the Head of Department signature can be organised, if necessary.
- The GR Coordinator keeps the hardcopy of the completed form for dept. filing and sends an electronic copy of all documents to the MDHS TLU.

FINAL PROGRESS/COMPLETION REPORTS

Purpose

- **In the final progress review, meetings are held to discuss any completion issues and whether students need to apply for extended/lapsed candidatures. Progress forms are the same as that used for the Progress Reviews except that Section D of the form must be completed.**

Procedures

- MDHS Learning and Teaching Unit (LTU) will send out email notifications to students due for final review, approximately two months prior to the report due date.
- The GR Coordinator forwards the email to the supervisors for their attention.
- Prior to the report due date, the student must organize a time for their progress meeting by liaising with their supervisors, other invited academics and the GR Academic Coordinator (who usually Chairs the meeting), to confirm the date of the meeting. The GR Coordinator should be informed about the final agreed date. For students applying for extensions, there is usually no need to have a progress presentation as well, especially if a completion seminar has already been organized in the near future and this has been agreed upon by the advisory committee. Students are advised to seek advice from the GR Academic Coordinator about this. If a progress presentation is required, contact the GR Coordinator to make a booking during the Friday RHD seminar sessions.
- At least 5 working days prior to the meeting, students should circulate the progress form and any written progress report to all members of the Advisory Committee (including the Chair and the GR Coordinator). Students must bring at least one hardcopy of the progress form on the day so it can be signed off by the Committee after the meeting.
- After the meeting, the completed form needs to be forwarded to the GR Coordinator so that the Head of Department signature can be organised, if necessary.
- The GR Coordinator keeps the hardcopy of the completed form for dept. filing and sends an electronic copy of all documents to the MDHS TLU.

For students who will be submitting their thesis by the due date and need to organize orations:

- Within the six months prior to thesis submission date, the student must organize their Completion Seminar/Oration by contacting either the GR Coordinator or Coordinator of the RMH Academic Seminars to make a booking. The student should liaise with their supervisors and other invited academics to confirm the date of the seminar. If a seminar host is not available, students should try and get either a GR Academic Coordinator/one of their supervisors to host.
- The Orations are usually of approximately 60 minute duration (including question time) and they are held during the RMH Academic Seminar sessions on Fridays between 10.30 am – 11.30 am at the Ewing LT, Level 5, Clinical Sciences Building, RMH. Students can bring their own laptop or book it from the Dept. of Medicine office prior to the day of seminar. (In some cases where there are no suitable bookings available at 10.30 am, the student can contact the GR Coordinator to schedule it during the RHD seminar series).
- The Oration is advertised within the departments about a week before the presentation.
- At least 3 months prior to the thesis submission date, students need to submit an 80-word summary to the Examinations Office via the on-line Thesis Examination System (TES). This will initiate the examination process.
- For further details regarding submission and examination procedures, please refer to:
<http://gradresearch.unimelb.edu.au/exams/candidates.html>