CONFIRMATION REPORTS

Purpose

PhD students undertake confirmation of candidature after 12 months.

Further details:
http://www.gradresearch.unimelb.edu.au/current/phd/hbk/candidature.html#purpose

Confirmation Procedures

- Faculty Student Centre will send out email notifications to students due for confirmation reports.

- The RHD Administrator 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 RHD Administrator to make a booking.** The student should liaise with their supervisors, other invited academics and the RHD Academic Coordinator, who Chairs the Confirmation meeting, to confirm the date of the meeting. The Confirmation Committee should also include a researcher external to the project who can provide critical external review. At least 10 working days prior to the meeting, students should also circulate a copy of the draft Confirmation report and progress report to all members of the Confirmation Committee.

- 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 Academic Centre PhD seminar sessions 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 DOM IT prior to the day of presentation.

- The RHD seminar is advertised within the Academic Centre about a week before the presentation.

- After the presentation, the Confirmation Committee meets to discuss progress and complete the report – **this can take up to 45 min.** Any applications for extension to probationary candidature can be indicated on the form at this time. All relevant sections of the form must be completed and signed at the appropriate spots - **the progress summary report must also be attached.** Students should make sure that **at least one and a half hours is allocated to the presentation and the Committee meeting.**

- The completed report then needs to be signed off by the Head of Department and then forwarded to the RHD Administrator.

- The RHD administrator makes a copy of the completed form for dept. filing and sends the original documents to the MDHS Student Centre.
PROGRESS REPORTS

Purpose

PhD students are required to submit an annual progress report at the end of second and third years to ensure that their research studies are 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.

Procedures

- Faculty Student Centre will send out email notifications to students due for annual progress reports.

- The RHD Administrator 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 RHD Administrator to make a booking. The student should liaise with their supervisors, other invited academics and the RHD Academic Coordinator, who Chairs the Progress meeting, to confirm the date of the meeting. 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 also circulate a copy of the draft progress form and progress report to all members of the Advisory Committee.

- 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 Academic Centre PhD seminar sessions 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 Dept of Medicine IT office prior to the day of presentation.

- The RHD seminar is advertised within the Academic Centre 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. All relevant sections of the form must be completed and signed at the appropriate spots – the progress summary report must also be attached. Students should make sure that at least one and a half hours is allocated to the presentation and the Committee meeting.

- The completed report then needs to be signed off by the Head of Department and then forwarded to the RHD Administrator.

- The RHD administrator makes a copy of the completed form for dept. filing and sends the original documents to the MDHS Student Centre.

11/05/2012
COMPLETION REPORTS

Approximately three months prior to their completion date, students will receive email notification of their completion report due date. They have to submit an 80-word summary to MSGR if they intend to submit their thesis around the completion date. On receipt of this, MSGR will forward the ‘Submission of PhD thesis: Statement by Candidate, Supervisor and Chairperson of Examiners’ form. This will activate the process of nomination examiners.

Procedures

- Faculty Student Centre will send out an email notification to students due for completion — the reports used are the same as that for the Annual Progress Reviews except that students who will be extending or lapsing their candidature, must also complete Attachment A of the Annual Progress Report Form (please note that if students are applying for extension/lapsed candidature, you do not need to have an oration at this time but just organize the committee meeting to complete the progress form).

- The RHD Administrator forwards the email to the supervisors for their attention.

For students who will not be postponing their completion:

- Prior to the completion date, the student must organize a time for their Completion Seminar/Oration by contacting either the RHD Administrator or Coordinator of the Academic Centre Seminars to make a booking. The student should liaise with their supervisors and other invited academics to confirm the date of the presentation.

- These Orations are usually of approximately 60 minute duration (including question time) and they are held during the Academic Centre Seminar sessions 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 IT office prior to the day of presentation. (In some cases where there are no suitable bookings available at 10.30 am, the student can contact the RHD Administrator to schedule it during the 9 am RHD seminar series).

- The Oration is advertised within the Academic Centre about a week before the presentation.

- Completion of the seminar requirement will be signed off by the supervisors and the Head of Department on the ‘Submission of Thesis Form’. Further information on the thesis submission process can be found at: