

	Due by end	Attendees	Tasks to be completed by student prior to meeting	During / After meeting	Potential outcome
Initial Review - Checklist	All: Within 4 weeks of Commencement	Student & Principal Supervisor	Review checklist and list of approved researchers who can Chair an Advisory Committee	<ul style="list-style-type: none"> <li>Initial formal meeting to discuss and complete checklist including: <ul style="list-style-type: none"> <li>Facilities available</li> <li>Supervisory arrangements</li> <li>Confirm composition of Advisory Committee</li> <li>IP</li> <li>Authorship</li> </ul> </li> <li>Student to return completed and signed checklist to <b>XXXX</b></li> </ul>	
Pre-Confirmation Meeting	<b>Masters:</b> FT (3m) PT (6m)  <b>PhD:</b> FT (6m) PT (1yr)	Student, All Supervisors and Chair of Advisory Committee  (Optional: Advisory Committee Members)	<ul style="list-style-type: none"> <li>Complete student fields in online Pre-Confirmation form, attach written report and hurdle requirement report* and submit at least 10 days prior to the meeting</li> <li>Ensure that all attendees have access to the online form. If not, send a PDF print of the form and report via email.</li> </ul>	<ul style="list-style-type: none"> <li>Brief presentation by student</li> <li>Discussion of written report and presentation</li> <li>Discussion of skills, support, hurdle requirements, etc.</li> <li>Discussion of progress incl. outcome</li> <li>Chair to enter feedback and outcome on online Pre-Confirmation Form</li> </ul>	<ul style="list-style-type: none"> <li>Satisfactory Progress</li> <li>At Risk</li> </ul>
Confirmation Review	<b>Masters:</b> FT (6m) PT (1 yr)  <b>PhD:</b> FT (9-12m) PT (2yr)	Student & Full Advisory Committee	<ul style="list-style-type: none"> <li>Organise time and venue for the seminar and send details to <a href="mailto:shs-research@unimelb.edu.au">shs-research@unimelb.edu.au</a> 2 weeks before meeting</li> <li>Complete student fields on the online Confirmation Form and attach written report, including full literature review, and hurdle requirement report* at least 10 days before the meeting.</li> <li>Ensure that the full Advisory Committee has access to the online form. If not, send a PDF print of the form and report via email.</li> </ul>	<ul style="list-style-type: none"> <li>Confirmation Seminar: public presentation by student (20-30 mins)</li> <li>Discuss written report and presentation</li> <li>Discuss skills, support, hurdle requirements, etc.</li> <li>Discuss progress incl. outcome</li> <li>Chair to enter feedback and outcome on online Confirmation Form</li> </ul>	<ul style="list-style-type: none"> <li>Satisfactory Progress</li> <li>At Risk</li> <li>Unsatisfactory Progress</li> </ul>

	Due by end	Attendees	Tasks to be completed by student prior to meeting	During / After meeting	Potential outcome
Yearly Progress Reviews	<b>Masters:</b> FT (1 yr) PT (2 yr)  <b>PhD:</b> FT (2yr) PT (3yr, 4yr, 5yr)	Student & Full Advisory Committee	<ul style="list-style-type: none"> <li>Complete student fields on the online Progress Review form, attach written report and hurdle requirement report* at least 10 days before the meeting.</li> <li>Ensure that the full Advisory Committee has access to the online form. If not, send a PDF print of the form and report via email.</li> </ul>	<ul style="list-style-type: none"> <li>Presentation by student (20-30 mins)</li> <li>Discussion of written report and presentation</li> <li>Discussion of skills, support, hurdle requirements, etc.</li> <li>Discussion of progress incl. outcome</li> <li>Chair to enter feedback and outcome on online Progress Review Form</li> </ul>	<ul style="list-style-type: none"> <li>Satisfactory Progress</li> <li>At Risk</li> <li>Unsatisfactory Progress</li> </ul>
Completion Review 1	<b>Masters:</b> FT (1 yr 6m) PT (3yr)  <b>PhD:</b> FT (3yr) PT (6yr)				<ul style="list-style-type: none"> <li>Satisfactory Progress</li> <li>At Risk</li> <li>Unsatisfactory Progress</li> </ul> ⇒ First 6 month extension may be requested
Completion Review 2	<b>Masters:</b> FT (N/A) PT (3yr6m)  <b>PhD:</b> FT (3yr6m) PT (7yr)				<ul style="list-style-type: none"> <li>Satisfactory Progress</li> <li>At Risk</li> <li>Unsatisfactory Progress</li> </ul> ⇒A further 6 month extension may be requested
Completion Review 3	<b>Masters:</b> FT (2 yr) PT (4yr)  <b>PhD:</b> FT (4yr) PT (8yr)				<ul style="list-style-type: none"> <li>Satisfactory Progress</li> <li>Unsatisfactory Progress</li> </ul> ⇒Discussion of need and eligibility for lapse in good standing / late submission

Hurdle Requirement Report: only mandatory for PhD students started after 1 January 2018

The full supervisory team needs to meet with the student at least every six months to discuss the student's progress. In case of annual progress review meetings with the full Advisory Committee, the student and full supervisory team need to have an additional meeting six months after the annual progress review meetings. **A record of these discussions must be kept.** This may take the form of an email from the student to the supervisor summarising the discussion.

Further review meetings are optional, but can be requested at any time by the Student, Supervisors, the Advisory Committee or the Melbourne Children’s Graduate Research Committee.

	<b>Due by Full-time (FT) Part-time (PT)</b>	<b>Attendees</b>	<b>Tasks to be done by Student Prior to Meeting</b>	<b>During Meeting</b>	<b>Tasks to be done by Student After Meeting</b>
<b>Completion Seminar</b>	3-6 months prior to Submission (no more than 6 months prior to submission)	Student, Full Advisory Committee and public	<ul style="list-style-type: none"> <li>• Book Completion Seminar at least 3 months in advance by emailing <a href="mailto:shs-research@unimelb.edu.au">shs-research@unimelb.edu.au</a></li> <li>• 2 weeks before seminar: Send Completion Seminar details incl. abstract to <a href="mailto:shs-research@unimelb.edu.au">shs-research@unimelb.edu.au</a></li> <li>• Send thesis summary (~2000 words) to Advisory Committee 1 week before meeting</li> <li>• In case of a Progress Review at the time of completion seminar: complete student fields of the online form, attach your report and take a print to the meeting</li> </ul>	Public presentation by student, followed by a formal discussion with the Full Advisory Committee to provide feedback and recommendations	

### Hurdle Requirements

3 Minute Thesis Competition	Present once during candidature, after confirmation
Completion Seminar Attendance	FT – Attend 5 seminars (can include seminars outside of the School, Research Colloquium etc) PT - Attend 3 seminars (can include seminars outside of the School, Research Colloquium etc)
Hurdle Requirement Report	Need to present a hurdle requirement report each time they meet their Advisory Committee