

## Chair's Report and Guidelines for Research Higher Degree Students' Confirmation Review



The official purpose of Confirmation is to determine whether the work done on PhD or MD research to date is likely to result in a high quality thesis, completed in the required time. It is a forum for student and supervisors to consider the progress of the research, obstacles they have encountered, and improvements that could be made. It is also an opportunity to invite other individuals to give advice on the project. The Department of Paediatrics requests that the main aim of the Confirmation Review meeting be to support and advise the student, rather than to 'test' them.

The Confirmation Review Panel Chair may, if they choose, complete and submit the template below instead of composing a formal written report.

Panel members are also advised to read the Paediatrics RHD Committee Guidelines for Postgraduate Students' Review Process: (<http://www.paediatrics.unimelb.edu.au/rhd/committee.html#guideline>)

### Suggested schedule of Confirmation Review meetings:

- Review of student's previously-submitted 2000-3000 word report.
- Review of draft literature review (to be made available at meeting).
- Student's presentation and questions.
- Discussion in confidence with student.
- Discussion in confidence with supervisors.

### Suggested items to discuss:

- Progress to date: preliminary data, methods and resources developed; professional development and skills obtained; meetings attended; publications and/or presentations made.
- Supervision: availability of supervisors, frequency of formal meetings, quality and breadth of input.
- Timeline and schedule of project.
- Availability of appropriate resources for project.
- Problems encountered.

Name of Student: \_\_\_\_\_

Name of review panel Chair: \_\_\_\_\_

Names of others present: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommendations and comments (please continue on back of form):

Does the Panel recommend that the student's candidature be confirmed? YES / NO

Signature of Chair: \_\_\_\_\_ Date of Review meeting: \_\_\_\_\_

*Please complete and return this form, with the Confirmation paperwork for SGS, to Kate Bride, Research & Postgraduate Studies Manager, Department of Paediatrics*