

# Checklists for Participants on RHD Student Review Panels

Checklists should be read in conjunction with the Paediatrics RHD Committee Guidelines for Postgraduate Students' Review Process: (<http://www.paediatrics.unimelb.edu.au/rhd/committee.html#guideline>)

## Early Formal Progress Meeting: 3-6 months after start of candidature

### Principal Supervisor

- Arrange a formal meeting with student and co-supervisors to discuss progress to date; (see *Guidelines for Postgraduate Students' Review Process* for list of items to discuss).
- Suggest possible Review Panel members for student to invite to their Confirmation.

### Student

- Decide on Review Panel members for Confirmation meeting, in conjunction with supervisor.
- Email [jo.buckle@rch.org.au](mailto:jo.buckle@rch.org.au) (RHD Administrator, Paediatrics) the list of proposed Panel members.

## Confirmation Review Meeting: ~9 months after start of candidature

### Student

- Arrange meeting date and venue in advance; invite Review Panel members.
- Submit 2,000-3,000 word written report to Panel members in advance; (see *Guidelines for Postgraduate Students' Review Process* for list of items to include in report).
- At the meeting
  - present research to date (up to 20 minutes);
  - answer questions; discuss progress including obstacles and achievements;
  - use this opportunity to discuss your resource and supervisory requirements, any concerns you have and any suggestions for improving your research;
  - leave the room when asked so that supervisors may talk to the Panel in confidence.
- Sign the Confirmation Report Form and, when complete, submit it to the Department of Paediatrics.

### Chair of Review Panel

- Read the student's written report in advance.
- Attend and chair the Review meeting, and:
  - ensure that the meeting focuses on advising and supporting the student rather than 'testing' them;
  - ask the student to present their research to date and encourage them to discuss any concerns;
  - encourage the Panel to ask questions and give constructive feedback, encouragement or advice;
  - ask the student and supervisors in turn to leave, so that each can speak to the Panel in confidence;
  - at the end of the meeting, confirm that the Panel agrees on the Review outcomes: whether or not the student should be confirmed, and any recommendations made;
  - sign the Confirmation Report Form.
- After the meeting, summarise the meeting outcomes using the form entitled Chair's Report for RHD Students Confirmation Review Meetings (or write a report and email it to [jo.buckle@rch.org.au](mailto:jo.buckle@rch.org.au)).

### Supervisors

- Read the student's written report in advance.
- Attend the Review meeting, and:
  - ask questions and give constructive feedback, encouragement or advice to the student;
  - leave the room when asked so that the student may talk to the Panel in confidence;
  - sign Confirmation Report Form.

### Other Panel Members (Researchers, Student's Mentor, Post-docs, other students etc)

- Read the student's written report in advance.
- Attend the Review meeting, and:
  - ask questions and give constructive feedback, encouragement or advice to the student;
  - sign Confirmation Report Form.

## Other Review meetings: after two years of candidature (optional); after 3½ years if student requests a further extension (compulsory)

### Student

- Arrange meeting date and venue; invite Review Panel members. *NB these might be the individuals who attended Confirmation or subsequent reviews, but this is not obligatory.*
- Attend the meeting, and:
  - Present your research to date (up to 20 mins);
  - Answer questions; discuss progress including obstacles and achievements.
  - Complete and submit any paperwork (eg Progress Report, Completion Report) to the Dept of Paediatrics, if applicable.

### Chair of Review Panel

- Attend and chair the Review meeting, and:
  - ensure that the meeting focuses on advising and supporting the student rather than 'testing' them;
  - ask the student to present their research to date;
  - ensure the student is encouraged to discuss any concerns they have;
  - encourage panel to ask questions and give constructive feedback, encouragement or advice to the student as appropriate to enable them to complete their research.

### Other Panel Members (Supervisors, Researchers, Student's Advisor/Mentor etc)

- Attend the Review meeting; ask questions and give constructive feedback, encouragement or advice to the student as appropriate to help with their research.

## Completion Seminar: 3-6 months before thesis submission

### Student

- Arrange seminar date and venue.
- Invite a Panel to attend. *NB Panels members might be individuals who attended Confirmation or subsequent reviews, but this is not obligatory.*
- Submit a 1 page thesis summary to Panel members in advance (aims, scope, main results).
- Give presentation (up to 1 hour including question time).
- At request of Panel, remain 'in closed session' after the presentation for further discussion.

### Chair of Review Panel

- Read the student's 1-page summary in advance.
- Attend the seminar.
- After the seminar (if appropriate, this could be in closed session) encourage the Panel to ask questions and give constructive feedback to the student as appropriate, to enable the student to refine their thesis.

### Supervisors

- Read the student's 1-page thesis summary in advance.
- Attend the Review meeting; ask questions and give constructive feedback, encouragement or advice to the student to help them refine their thesis, if necessary.
- Ensure student is informed in writing of the Panel's views on the strengths and weaknesses of the work as presented.
- When applicable, fill in the Completion Seminar section of the Submission of PhD Thesis form.

### (Optional): Other Panel Members (other Researchers and students, Advisor/Mentor etc)

- Read the student's 1-page thesis summary in advance.
- Attend the Review meeting; ask questions and give constructive feedback, encouragement or advice to the student to help them refine their thesis, if necessary.