



## ***Supervision Panels & Advisory Committees for Students undertaking Research Higher Degrees***

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The Melbourne School of Graduate Research provides policies and detailed guidelines about the supervision of students undertaking research higher degrees (<http://www.gradresearch.unimelb.edu.au/current/phd/bk>). This is a brief summary of the application of these in the Melbourne School of Population Health.

### **Supervision Panel**

Each student will have a supervision panel comprising at least two members of the academic staff or people with honorary appointments approved by the Head of School. One member of the panel is the designated Principal or Primary Supervisor, who has overall responsibility for the research project and its administration. The others are Co-Supervisors.

### **Advisory Committee**

In addition to the Supervision Panel, each student also has an Advisory Committee (AC). The members of this Committee are the Supervision Panel and at least one other member of the academic staff who chairs the Advisory Committee. The Advisory Committee Chair will be an experienced supervisor and a staff member of the Melbourne School of Population Health, but not necessarily expert in your field of research. Usually this role will be filled by the Research Higher Degree Coordinator (RHDC) of the Centre or Unit, but this role can be delegated to other MSPH staff, in particular if the RHDC is already a member of the Supervision Panel. It is recommended that the AC also include at least one external expert in your field of enquiry.

The Advisory Committee is expected to meet as the Confirmation Committee nine to twelve months after candidature has commenced. The Confirmation Committee has to assess progress and decide whether the probationary period has been completed satisfactorily and candidature can be confirmed. The AC is then expected to meet the candidate at least twice a year to appraise progress and to assist with resolution of any barriers to timely completion (summarised in the Table below). It is recommended that one of these meetings follows the annual public presentation. In addition, the student should meet the AC Chair at least once a year to confirm that they are satisfied with the quality of supervision, and infrastructure support, or if needed, to address any concerns. Together these will ensure that the Melbourne School of Graduate Research's requirements for research higher degree candidates to receive supervision and support are met.

**SUMMARY OF SUPERVISION PANEL AND ADVISORY COMMITTEE RESPONSIBILITIES**

	<b>Supervision Panel</b>	<b>Advisory Committee</b>	<b>Annual Public Presentations</b>	<b>MSGR Reports</b>
<b>YEAR 1</b>	<ul style="list-style-type: none"> <li>• Formation of the Supervision Panel with designated Principal and Co-Supervisors;</li> <li>• Schedule of regular supervision meetings established;</li> </ul>	<ul style="list-style-type: none"> <li>• Principal Supervisor to form AC of at least 3 people</li> <li>• AC will include the Supervision Panel members, plus at least one non-Supervisory Panel member;</li> <li>• Nominate AC Chair who cannot be a Supervisor, must be a member of the MSPH academic staff and can also Chair the Confirmation Committee;</li> <li>• AC can also include external members</li> <li>• Student to have at least one meeting with AC Chair.</li> </ul>	<ul style="list-style-type: none"> <li>• Confirmation Seminar</li> <li>• AC to attend;</li> </ul>	<ul style="list-style-type: none"> <li>• Confirmation of candidature;</li> <li>• Annual Progress Report</li> </ul>
<b>YEAR 2</b>	<ul style="list-style-type: none"> <li>• Regular meetings with supervisors.</li> </ul>	<ul style="list-style-type: none"> <li>• Student to have at least one meeting with AC Chair.</li> </ul>	<ul style="list-style-type: none"> <li>• Work-in-Progress seminar at Centre or School level;</li> <li>• All AC members to attend;</li> <li>• If the candidate presents a paper at a conference and the AC attend this would meet the Year Two requirement.</li> </ul>	<ul style="list-style-type: none"> <li>• Annual Progress Report</li> </ul>
<b>YEAR 3</b>	<ul style="list-style-type: none"> <li>• Regular meetings with supervisors.</li> </ul>	<ul style="list-style-type: none"> <li>• Student to meet or communicate with AC Chair at least once annually</li> </ul>	<ul style="list-style-type: none"> <li>• Completion Seminar (3-6 months prior to submission)</li> <li>• All AC members to attend;</li> </ul>	<ul style="list-style-type: none"> <li>• Completion Report Form</li> <li>• Notice of intention to submit thesis: 80-word summary</li> <li>• Submit Thesis</li> </ul>