

Graduate Research Pre-Confirmation Meeting



The purpose of this meeting is to ascertain that a student is on track for Confirmation of candidature.

The objectives of this meeting are to:

- ensure the student’s Advisory Committee has been established
- assist the student to formulate a framework for the research and time estimates for its completion
- identify activities of focus in preparation for the confirmation meeting
- identify any challenges early on or additional skills/training required.

On receipt of this form, students please:

- check your personal details in Section A are correct. If not, update them in my.unimelb
- contact your principal supervisor to set a date and time for the meeting
- complete **Section B (B1-B2)** and forward this form to your Supervisor before your meeting.

The University of Melbourne collects personal information in accordance with the University’s Privacy Policy which can be viewed at unimelb.edu.au/unisec/privacy/

KEY DATES

Commencement date

Confirmation due date

A. STUDENT DETAILS

A.1 Personal details *(if any of these details are incomplete or incorrect, update them in my.unimelb)*

Name

Student number

Contact address

A.2 Course details *(if any of these details are incomplete or incorrect, contact your [graduate research administrator](#))*

Course

Thesis title

Field of Research[†] (FoR)

- 1.
- 2.
- 3.
- 4.

[†]Record up to four FoR codes (six digit) if blank. For a comprehensive list see <http://mro.unimelb.edu.au/content/fields-research>

Faculty/School/Department	Responsibility split (%)

C. PRE-CONFIRMATION MEETING (SUPERVISOR TO COMPLETE)**C.1 Assessment of skills**

Does the student have sufficient written and oral communication skills to complete their program?

- Yes
 No

If no, list recommended actions, skills training modules or workshops.

Does the student have a good grasp of the research field?

- Yes
 No

If no, list recommended actions, skills training modules or workshops.

Comment on the literature review or research report (if applicable).

C.2 Briefly review the student's preliminary research questions and comment on whether these provide sufficient scope for doctoral study.**C.3 Record the frequency of current supervision meetings with the student.**

- | | | |
|--|---|--|
| <input type="checkbox"/> Daily | <input type="checkbox"/> At least once a week | <input type="checkbox"/> At least once every two weeks |
| <input type="checkbox"/> At least once a month | <input type="checkbox"/> Other (please specify) | |

C.4 Has the student's Advisory Committee been appointed?

- Yes **If no, the Committee must be established now.** Provide the names of the Chair and any additional committee members and forward this completed form to your faculty graduate research administrator for action
- No

Committee Chair

Additional Committee members

C.5 Comment on the student's progress to date and set any specific objectives to meet confirmation.**C.6 Is the student at-risk of making unsatisfactory progress?**

- Yes **If yes** list the improvements that must be achieved and when progress against those improvements will be assessed.
- No

D. SIGNATURES

	Name	Signature	Date (dd/mm/yy)
Student			
Principal Supervisor			