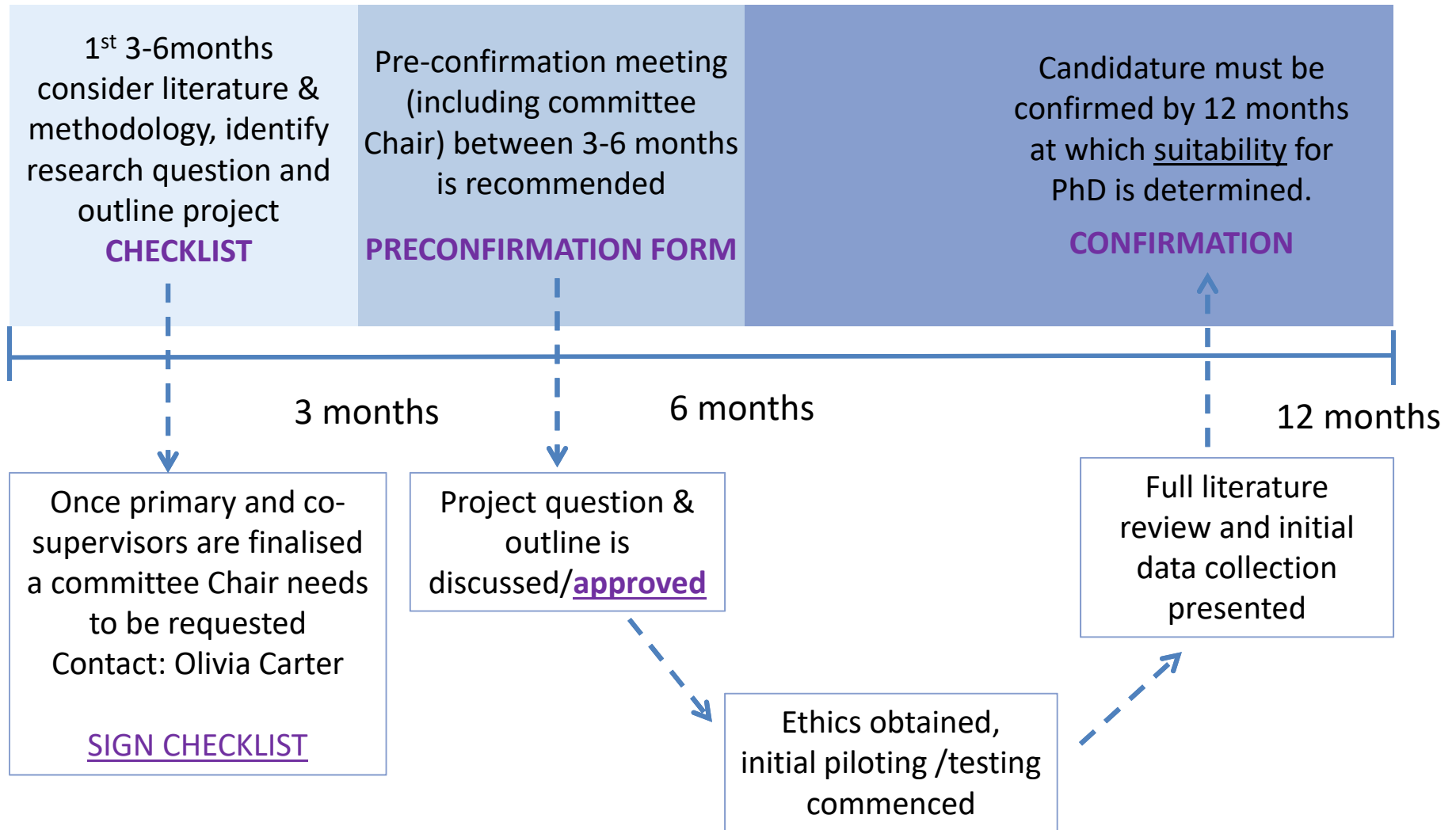


1st Year Timeline



Supervisors and advisory/confirmation committee

Note: It is now required that every student has at least 1 co-supervisor.

- One supervisor must be designated the Principal Supervisor with at least 50% load – who is a member of the School of Psychological Sciences (in some rare cases external affiliates may be approved to serve as principal supervisor).
- In some cases students may want a 3rd co-supervisor although that is less common.
- If there are 2 or more supervisors it is very important to clarify the role and % contribution provided.

Advisory Committee

An Advisory Committee must be established for every student within the first 3 months with completion of the checklist.

Advisory Committee MUST include:

- **Supervisors of the student**
- **Advisory Committee Chair** – Contact the Graduate Research Coordinator (Olivia Carter) to be appointed a chair from the School's academic staff

It is recommended that your committee also includes:

- 1 advisory committee member (that is neither your chair or a supervisor). This person can be any experienced academic that has relevant expertise for your project. Experienced post-doctoral fellows or academics external to the school are fine for this role. The student should consider both the person's expertise and their likely availability to attend meetings and provide good feedback relating to their project.

Note: that additional people can be invited to participate in the confirmation or pre-confirmation meeting or can be involved as collaborators it is not necessary to have every person that you will work with listed as a co-supervisor.

Role of the Advisory Committee

The Advisory Committee will:

- meet with the student at the pre-confirmation meeting and then confirmation. After confirmation they will meet annually to monitor progress and record outcomes of these progress meetings in the prescribed progress review form.
- implement remedial measures to assist the student if the student is considered at risk of unsatisfactory progress
- recommend an extension to candidature if it is deemed necessary
- mentor the student on matters pertaining to the research project and development of the graduate attributes for their qualification as described in the University Handbook
- individually counsel the student on matters the student may wish to raise in confidence.

Advisory Committee Chair

The Advisory Committee Chair will:

- oversee the progress of candidature including the processes of confirmation, annual progress reviews and the completion seminar
- advise and support the student and their supervisors
- convene meetings of the Advisory Committee.

Useful links & policy documents

- Graduate Research Student Hub - <http://gradresearch.unimelb.edu.au/>
- Supervision of RHD student policy - <https://policy.unimelb.edu.au/MPF1244>
- Graduate Research Candidature Policy - <https://policy.unimelb.edu.au/MPF1280>

Pre-Confirmation (between 3-6months full-time equivalent)

The pre-confirmation meeting is an opportunity for the student and full advisory panel to agree to the broad scope of the project and to agree on the details of any pilot studies that might be conducted prior to confirmation.

As this is the same panel that will oversee the confirmation process it is a very good opportunity to avoid surprises and be clear about expectations and time-lines leading up to confirmation.

If there are ANY issues with the student-supervisor relationships, major issues relating to resources or any other problems that are delaying progress and are likely to impact progress into the future it is very important to discuss and address these concerns at this point.

Problems early are very predictive of problems later. The entire purpose of the pre-confirmation meeting is to identify and address problems well before the confirmation meeting.

Confirmation (between 6-12 months full-time equivalent)

At confirmation a full literature review and study plan needs to be presented. It is fine (and very common) for plans and experiments to change at later stages based on initial findings or other factors. The primary decision that needs to be made by the confirmation committee is whether the future research plan and the written summary of the literature has enough detail, substance and complexity to be suitable for a successful and feasible PhD project. If the committee has concerns these will be outlined along with clear requirements for further information etc prior to confirmation being granted.