

Department of Infectious Diseases (DID)

PRE-CONFIRMATION AGENDA TEMPLATE

The student is responsible for scheduling the pre-confirmation meeting and circulating this agenda together with the Pre-Confirmation Report (see below) to the Advisory Committee at least 10 days prior to the meeting. Prior to the committee meeting, the student may schedule an in-confidence meeting with the Chair about any concerns they may wish to discuss. The Chair is responsible for convening the meeting according to the agenda provided here. Both supervisors and the committee Chair must be present at this and all Advisory Committee meetings. Advisory Committee meetings should be scheduled for 1 hour only.

The student and the panel may wish to consult the following information during the Pre-confirmation meeting:

- Graduate Research Training Policy (<https://policy.unimelb.edu.au/MPF1321/#section-9>)
- Guidelines on pre-confirmation (<https://gradresearch.unimelb.edu.au/being-a-candidate/pre-confirmation>)

A. Procedural Matters (~5min):

A01 Membership of the Advisory Committee is reviewed. The Committee must include a supervisory team of at least two supervisors plus a committee Chair. It may also include additional committee members (to be determined by the student and supervisors);

A02 The student confirms that a Pre-Confirmation Form and Supervisor Agreement Form have been completed and submitted online;

A03 The student confirms that a Pre-Confirmation Report of up to 3,000 words (see PhD Manual for further guidelines) has been completed and submitted online and sent via email to the Advisory Committee (at least 10 days prior to the meeting).

B. Presentation to Advisory Committee + Questions/Discussion (15-20min):

B01 The student delivers a presentation summarising the plans detailed in the Pre-Confirmation Report. The presentation must include a consideration of budget (see PhD manual for available funding), and other logistical issues, as well as a detailed timeline (Gantt chart) which concludes with submission of the PhD at or before three years FTE.

C. Discussion and Advisory Committee Deliberation (~25min):

C01 The Chair fields questions from the panel to the student.

C02 Any non-committee members in attendance are asked to leave. At this point the panel discusses the student's progress and reviews the form that must be completed by the Chair with input from the panel. Feedback and recommendations to the student are drafted.

D. Conclusion, and Meeting with the Chair (~10min):

D01 The Chair summarises the committee's feedback and recommendations to the student;

D02 The supervisors are asked to leave. The Chair and student have a brief confidential discussion about the student's PhD experience during their first year. The Chair explains their role to the student and the independence of that role from the student's supervisors. If the student has any further concerns to discuss with the Chair, a separate meeting will then be scheduled between the student and the Chair.