

Department of Infectious Diseases (DID)

CONFIRMATION AGENDA TEMPLATE

The student is responsible for scheduling the Confirmation meeting and circulating this agenda together with the 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 below. Both supervisors and the committee Chair must be present at this and all Advisory Committee meetings. Advisory Committee meetings should be scheduled for approximately 1.5 hours.*

The student and the panel may wish to consult the following information during the Confirmation meeting:

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

A. Procedural Matters (~5min)

A01 The student confirms that they have completed their Research Integrity Online Training (RIOT) and attached their completion certificate to the online confirmation form (for more details see <https://gateway.research.unimelb.edu.au/resources/ethics-and-integrity/research-integrity/research-integrity-training>);

A02 The student confirms that a Confirmation Report of approximately 5,000 words (up to a maximum of 10,000 words) has been completed and submitted online and sent via email to the Advisory Committee.

B. Presentation to Advisory Committee (~25min)

B01 The student delivers a presentation summarising the plans detailed in the Confirmation Report. The presentation must demonstrate a responsiveness to any relevant feedback raised at Preconfirmation. A detailed budget must be presented for approval by the committee (see PhD manual for available funding), and the timeline presented at preconfirmation should be reviewed, and then updated/adjusted as necessary.

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

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

C02 The student and any non-committee members in attendance are then 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. A decision is reached as to whether the student will be confirmed.

D. Conclusion, and Confidential Meeting with the Chair (~5min)

D01 The student is invited to return to the meeting. The Chair informs the student of the committee's decision regarding confirmation, and summarises the committee's main 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. 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.

*It is best to allow up to 1.5 hours to ensure there is adequate time to discuss progress and plans, and for detailed discussion with supervisors and student of any issues experienced by candidate or supervisors.