

Department of Infectious Diseases: Guidelines for Chairs of Advisory Committees



1	Welcome and introductions
	✓ Start the meeting once all attendees are present. Introduce any new members and outline the meeting format.
2	Candidate presentation
	✓ The candidate presents their progress to date, followed by questions from the Committee.
3	Review of progress by panel (discussion points)
	✓ For Pre-confirmation: check that Research Integrity Online Training (RIOT) has been completed and that a certificate is provided. ✓ For Confirmation: review the candidate's written report (typically 5,000–8,000 words) together with the iThenticate similarity report.
	✓ Provide feedback on the presentation and submitted progress reports.
	✓ Ensure six-monthly interim progress review meetings have been scheduled.
	✓ Discuss progress to date: preliminary data, methods, resources developed, etc.
	✓ Review research timeline and project schedule. Identify and discuss problems encountered.
	✓ Discuss thesis format.
	✓ Assess scientific writing skills and development, including any courses attended. ✓ Assess presentation skills, including participation in seminars and symposiums. ✓ Discuss professional development and any courses for required skills.
	✓ Review availability of appropriate resources, including statistical support.
	✓ Discuss travel, conferences and fieldwork plans.
	✓ Discuss changes that might affect feasibility of the project ○ Changes in supervisors' commitments and availability ○ Changes within research group ○ Changes in availability of resources
	✓ For second- and third-year reviews: discuss career goals and plans for post-PhD life. ✓ At the 3.5-year review: note that scholarships typically end; discuss stipend support and the likelihood of thesis submission by four years. If timely submission is unlikely, advise submission of an application for late submission.



4	Assessment against criteria
	✓ During the meeting, the Advisory Committee should assess the candidate's progress against each criterion in the online progress review form.
5	Opportunity to raise concerns in confidence
	✓ Offer the candidate and supervisors the chance to raise issues or concerns separately and in confidence to Advisory Committee members. Ask each party to leave the room in turn (order may vary).
	✓ With Candidate absent:
	○ The candidate's independent intellectual contribution. ○ The candidate's ownership of the PhD. ○ Concerns about the candidate's well-being or the project.
	✓ With Supervisors absent:
	○ Do you need more supervisor time? ○ Quality and breadth of supervisory input.
6	Committee discussion and actions
	✓ The Committee should regroup to discuss findings, issues and concerns about the candidate's progress, project and supervision. Agree and implement suitable interventions promptly.
7	Potential outcomes
	✓ Pre-confirmation meeting
	○ A. Satisfactory progress ○ B. At risk of making unsatisfactory progress
	✓ Confirmation meeting
	○ A. Satisfactory progress — confirm candidature ○ B. Extension to probationary candidature (one occasion only, up to 3 months full-time equivalent) ○ C. Unsatisfactory progress
	✓ Progress review meeting
	○ A. Satisfactory progress ○ B. 'At risk' of making unsatisfactory progress — early intervention strategy with follow-up review
8	Completion of the online form
	✓ The Advisory Committee Chair should complete the online progress review form during the meeting and submit it for approval by the Head of Department/School (or their delegate).