

## Outline - Progress Review (Econometrics and Business Statistics PhD Program)

### Step 1: Preliminary discussions

Discuss your progress report and oral presentation with your supervisors. Your supervisors may recommend independent panel members to the Chair or the Chair may have appointed independent panel members for your review, as outlined in section 3 of the [Graduate Research Progress Management Procedure](#). These panel members will also assess you in subsequent reviews where possible.

### Step 2: Scheduling the panel date

The panel date, time, and venue will be coordinated with you, your supervisors, Chair and review panel through your Academic Unit. As part of this, a Calendar Invitation will be sent to you, your supervisors, Chair, panel, and the Graduate Research Team. This invite will include all details of the panel, time, date, and venue, and should be finalised 1 month prior to your panel date.

### Step 3: Milestone Review Form

**One week** prior to your presentation date, initiate the Milestone Review form and complete the student section. You will need to upload the following documents:

- Title, overview, and proposed structure of the thesis
- Detailed explanation of the oral presentation
- Timeline to completion, including a statement of progress towards the work plan
- Identification of perceived difficulties in completing the work plan
- Bibliography

For students enrolled through a GRIP program, you must also include a report on the Professional Development activities undertaken, via a Monash Doctoral Program (New) Report. Details on how to generate this report through myDevelopment can be [found at this link](#).

The Milestone Review Form can be accessed through the [MGRO Graduate Research Forms Page](#). Once you have completed your report and uploaded your documentation you must submit the form to your supervisor for their action.

### Step 4: Supervisor Review

Your supervisor will have to complete their section of the Milestone Review Form and submit it. This should be done one week prior to your Panel date. Your Chair and panel will not have access to your milestone documents until this step has been completed.

### Step 5: Milestone Presentation

You will be required to present your research in an open forum which includes your supervisors and the milestone review panel. You will be required to present for **35 minutes** in an open forum on your research project. The presentation will be followed by **15 minutes** for questions and feedback from the members of the audience. The panel Chair reserves the right to stop the presentation if you go over time.

### Step 6: Interview by Milestone Review Panel

At the completion of your presentation you will be interviewed by the Milestone Review Panel independently from your supervisors. You will have an opportunity to raise any difficulties with your project which will enable the panel to make recommendations to assist you.

**Step 7: Outcome** The panel will advise you of their recommendations at the conclusion of the closed panel sessions. The Chair will complete the review form within 5 working days of your panel. You will be formally notified of the outcome shortly thereafter.