



SCHOOL OF CHEMISTRY

Procedure for Research Plan Submission by Postgraduate Students

Within **3 months** of full-time candidature, PhD and MSc and MSc (PtII) candidates must submit a short research plan (about 1500 words), and a timetable (1 page) for the conduct of the research and the writing of the thesis. Failure to submit a plan by the due date without approved extension will be noted on the candidate's progress reports.

A suitable structure for the research plan is as follows:

- ◆ Objectives of the Research
- ◆ Conceptual Models (theoretical framework/background) for the project
- ◆ Hypotheses to be Tested
- ◆ Experimental Plan
- ◆ Timetable and Milestones (project management outline)

The Associate Head Postgraduate Affairs will appoint a Student Research Panel (SRP) for each postgraduate student consisting of the Supervisor(s) and two other members with appropriate expertise, at least one of who comes from the School of Chemistry. The Chair will be a member of the School but not a supervisor. It is intended that students will be assisted by this panel throughout their candidature and thus they should also meet informally at least once per year.

Prior to submitting their research plan a student should discuss the feasibility of their proposal with their supervisor(s) and, if felt desirable, with their advisors.

It is the student's responsibility to submit their report to each member of their Panel and one electronic copy to be emailed to Anna Severin: Anna.Severin@monash.edu This should be done at least one week prior to the date of the 3 month plan meeting. The student should then arrange a meeting with their SRP within four weeks of the date of submitting their research plan. Anna must be notified of the date, time and location of this meeting

The meeting is an informal gathering between the student and their panel members. The student gives a short presentation with respect to their plan and then the panel members are invited to ask questions and discuss the plan. The panel members are responsible for providing their comments to the student at the scheduled meeting. Should they find any serious issues in the plan, they would be advised to provide their comments to the student and supervisor(s) prior to the meeting.

Failure to organize a meeting may result in a delay of confirmation of candidature.

Once the plan is approved, an electronic copy of the final version must be submitted to Anna for filing- please include your Monash Student ID on the cover of your as well as a Title.

Timetable for submission

1. Students to submit copies of a research plan within 3 months of commencement of full time candidature.
2. Organise a SRP meeting and email the time and place of the meeting to Anna Severin.
3. SRP Meeting with candidate. Recommendations on proforma submitted to Anna.
4. Following completion of review by the SRP, the student is to submit a copy of the approved project plan to Anna.

No more than FOUR weeks between steps 1 and 3.