

SHRS Guidelines for Independent Panel Members

Confirmation

- Please read the documents and have your questions ready for the arranged interview between the Chair, candidate, and Advisory Panel.
- At the beginning of the meeting, please indicate to the Chair if you have any major concerns about the candidate's suitability for confirmation.
- Be ready to start the process of asking questions of the candidate.
- Make your suggestions and requirements clear to the candidate in the interview.
- Read, edit and return the report that the Chair emails you by reply email if possible.

Mid-candidature

Within one week....

- Please read the documents sent to you
- Write a brief report (half a page) on the documents. At this stage, please consider whether the candidate is
 - a. Making sufficient progress (e.g. Are they at least half way? Have they collected some or most of their data? Have they been writing and publishing as they go?)
 - b. Whether the quality of the work is good (e.g. if they have published as they go this is usually a good indicator. If they are writing their thesis in chapters, please read one and provide feedback)
 - c. Whether the scope of their thesis is appropriate (e.g. is it going to be too large for the candidate to manage to complete in the remaining timeframe? Is it too small so that only a couple of minor publications will emerge?)
- Email your report to the Chair of the Panel.
- Read, edit and return the final report that the Chair emails you by reply email if possible.

Thesis Review

Within one week....

- Please read the documents sent to you
- Write a brief report (half a page) on the documents. At this stage, please consider
 - a) Whether the thesis should be submitted
 - b) What further work is required prior to submission
- Email your report to the Chair of the Panel.
- Read, edit and return the final report that the Chair emails you by reply email if possible.