

Milestone 1: Confirmation of Candidature

Confirmation is a critically important moment for every research higher degree candidate. At this milestone:

- the candidate receives formative advice about the direction, scope, planning, and feasibility of the project; and about the acquisition or further development of appropriate research and professional skills;
- the school/institute reviews the human, physical, financial resources needed to sustain the candidature, in compliance with relevant university, disciplinary, and external regulatory protocols; and
- the University is assured by the school/institute’s review that continuation of the candidature is likely to lead to an assessable thesis in about the period for which the candidate, school/institute, and University are funded to support the candidate’s enrolment.

WORK TO BE COMPLETED BETWEEN ADMISSION AND CONFIRMATION OF CANDIDATURE		School/Institute expectations for PhD
Written work	Accepted formats (<i>e.g. draft introduction, literature review, thesis chapter, journal paper, poster, field report, specific confirmation document</i>):	A Confirmation Document for each panel member is required which contains 1. literature review leading to a clear rationale and statement of the aims of the study 2. research plan 3. proposed thesis outline 4. timetable to completion 5. resources required for research project/s (skills and techniques, professional development, costs associated with equipment, etc), including a detailed budget 6. career aspirations and the support needed (e.g. teaching experience, grant writing skills, clinical experience, etc) 7. a statement about the status of ethical clearance 8. a statement detailing the time and place of the required oral presentation
	Word limit (if considered appropriate):	No word limit
	Quality expectations:	The literature review and research plan should clearly convey the research project to the Confirmation Panel. The Panel will provide feedback as to the quality of the project in relation to the expected successful publication and completion of the project in the timeframe of a PhD.
	Timing (<i>e.g. one month before oral presentation/interview</i>):	Two weeks before interview.
	Assessment process (<i>e.g. written work is assessed by one or two appropriate academics not belonging to advisory team</i>):	Written work is assessed by the Confirmation Panel consisting of two independent academics (the Chair and one other) not belonging to the advisory team.
Oral work	Accepted formats: (<i>e.g. formal presentation to school, national or international conference, work-in-progress presentation</i>),	Formal presentation to the School (scheduled at either the SHRS Postgraduate Research Conference or prior to the interview)

	Duration: <i>(e.g. 20 or 30 minutes +/- ppt, visuals)</i>	Duration may vary but is likely to be approximately 20 minutes with ppt visuals.
	Quality expectations <i>(appropriate for audience, clear, easy to follow, free of jargon):</i>	Appropriate for audience and clear.
	Timing <i>(before or after interview, submission of written work):</i>	Before interview
	Assessment process <i>(e.g. all school seminar academic staff attendees provide assessment):</i>	If Postgraduate Research Conference – feedback provided by all attendees If seminar prior to interview – feedback from all attendees including Confirmation Panel.
Interview/Dialogue	Participants:	Confirmation Panel consisting of Chair (PGC or delegate) and an independent academic panel member, Advisory Team and Candidate.
	Expected duration:	1 hour
	Quality expectations:	Candidate able to discuss project and respond to feedback of panel
	Timing <i>(before or after presentation):</i>	After presentation
	Assessment process <i>(Participants discuss feedback to candidate and assessment report to Graduate School):</i>	Chair and Panel member (Confirmation Panel) independently interview Advisory Team and Candidate as well as discuss project with both Advisory Team and Candidate. Confirmation of Candidature Form is completed and signed and Chairperson’s feedback report is discussed.
Written Feedback	Format <i>(e.g. formal written letter from School PGC, completed questionnaires by interview panel):</i>	Chairperson’s written report is forwarded to Advisors and Candidates
	Timing <i>(e.g. within two weeks of last activity):</i>	Within a month of interview.

WORK TO BE COMPLETED BETWEEN ADMISSION AND CONFIRMATION OF CANDIDATURE		School/Institute expectations for MPhil
Written work	Accepted formats:	A Confirmation Document for each panel member is required which contains 1. literature review leading to a clear rationale and statement of the aims of the study 2. research methods 3. proposed thesis outline 4. timetable to completion 5. resources required for research project/s (skills and techniques, professional development, costs associated with equipment, etc), including a detailed budget 6. career aspirations and the support needed (e.g. teaching experience etc) 7 a statement about the status of ethical clearance 8. a statement detailing the time and place of the required oral presentation
	Word limit (if considered appropriate):	No word limit

	Quality expectations:	The literature review and research proposal should clearly convey the research project to the Confirmation Panel. The Panel will provide feedback as to the quality of the project in relation to the expected successful publication and completion of the project in the timeframe of an MPhil.
	Timing:	Two weeks before interview.
	Assessment process:	Written work is assessed by the Confirmation Panel consisting of two independent academics not belonging to the advisory team.
Oral work	Accepted formats:	Formal presentation to the School (scheduled at either the SHRS Postgraduate Research Conference or prior to the interview)
	Duration:	Duration may vary but is likely to be approximately 20 minutes with ppt visuals.
	Quality expectations:	Appropriate for audience and clear.
	Timing:	Before interview
	Assessment process:	If Postgraduate Research Conference – able to respond to questions and feedback provided by all attendees If seminar prior to interview – able to respond to questions and feedback from all attendees including Confirmation Panel.
Interview/Dialogue	Participants:	Confirmation Panel consisting of Chair (PGC or delegate) and an independent academic panel member, Advisory Team and Candidate.
	Expected duration:	1 hour
	Quality expectations:	Candidate able to discuss project and respond to feedback of panel
	Timing:	After presentation
	Assessment process:	Chair and Panel member (Confirmation Panel) independently interview Advisory Team and Candidate as well as discuss project with both Advisory Team and Candidate. Confirmation of Candidature Form is completed and signed and Chairperson's feedback report is discussed. If the candidate is considering upgrading to a PhD, the process for this is discussed with the Advisory Team and Candidate.
Written Feedback	Format:	Chairperson's written report is forwarded to Advisors and Candidates
	Timing:	Within a month of interview.

Milestone 2: Mid-Candidature Review

The mid-candidature review represents a mid-point between confirmation of candidature and thesis review milestones. Achievement of this milestone reassures the candidate, advisory team and school/institute that

- the project is on track for completion within candidature duration, and
- the candidate's research and other professional skills are developing appropriately.

WORK TO BE COMPLETED BETWEEN CONFIRMATION AND MID-CANDIDATURE REVIEW		School/Institute expectations for PhD
Written work	Accepted formats (<i>e.g. thesis chapters, manuscript for publication, journal paper, poster, field report</i>):	<ol style="list-style-type: none"> 1. At least one, preferably two examples of written material that may include manuscripts for publication, published journal papers or, draft thesis chapters, Other written material may be included such as extended conference abstracts, grant applications, applications for ethical approval, other written reports 2. Revised outline of thesis indicating what has been submitted to the Panel and what has yet to be done. 3. Revised timetable to completion 4. Resources required (including an updated budget) 5. A statement detailing the time and place of the required oral presentation plus PPTs and feedback if available 6. Statement concerning career plans and outline of strategy to meet this goal (e.g. publication of papers, attendance at conferences to meet potential post-doc collaborators, etc).
	Approx volume of work expected to be completed:	At least one, preferably two, draft manuscripts for publication or thesis chapters plus all other requirements
	Quality expectations (advanced drafts, thesis outline):	The draft publication or thesis chapter should be near submission standard.
	Timing:	Two weeks before interview/dialogue
	Assessment process:	Sent electronically to Mid-candidature Panel comprising Postgraduate Coordinator and an Independent Academic (not associated with Advisory Team) who most likely was on the candidate's confirmation panel.
Oral work	Accepted formats:	Any of the following formats: <ol style="list-style-type: none"> 1. Presentation at School Postgraduate Research Conference 2. Presentation to an open audience within the School 3. National or international conference presentation
	Duration (if considered appropriate):	Minimum of 15 minutes
	Quality expectations:	Appropriate for audience and clear
	Timing:	Before Interview/Dialogue

	Assessment process:	If School Postgraduate Research Conference – able to respond to questions and feedback provided by all attendees If presentation to research group or School – able to respond to questions and feedback from all attendees. If conference, able to respond to questions and feedback from attendees. PPT will be examined by Mid-candidature Panel
Interview/Dialogue	Participants:	Mid-candidature Panel (PGC and independent academic), Advisory Team and Candidate.
	Expected duration:	5 mins – 1 hour
	Quality expectations:	Able to respond to questions or feedback
	Timing:	Within two weeks of receipt of written work
	Assessment process:	If the Mid-candidature Panel considers that the electronically delivered written and oral presentations indicate satisfactory progress, then no face to face interview will occur. If there is uncertainty over a candidate’s progress, or the candidate or Advisory Team independently request a face to face interview, the Panel, Advisory Team and Candidate will meet as per the Confirmation process.
Written Feedback	Format:	Emailed template report +/- face to face verbal feedback
	Timing:	Within one month of dialogue/interview.

WORK TO BE COMPLETED BETWEEN CONFIRMATION AND MID-CANDIDATURE REVIEW		School/Institute expectations for MPhil
Written work	Accepted formats:	1. manuscripts for publication, published journal papers or draft thesis chapters 2. revised outline of thesis indicating what has been submitted to the Panel and what has yet to be done. 3. revised timetable to completion 4. resources required (including an updated budget and updated resources for career aspirations) 5. a statement detailing the time and place of the required oral presentation plus PPTs and feedback if available
	Approx volume of work expected to be completed:	At least one draft manuscript for publication or thesis chapter plus all other requirements
	Quality expectations:	The draft publication or thesis chapter should be near submission standard.
	Timing:	Two weeks before interview/dialogue
	Assessment process:	Sent electronically to Mid-candidature Panel comprising Postgraduate Coordinator and an Independent Academic (not associated with Advisory Team) who most likely was on the candidate’s confirmation panel.
Oral work	Accepted formats:	Any of the following formats: 1. Presentation at School Postgraduate Research Conference 2. Presentation to Research group or an open audience within the School 3. National or international conference presentation

	Duration (if considered appropriate):	Minimum of 15 minutes
	Quality expectations:	Appropriate for audience and clear
	Timing:	Before Interview/Dialogue
	Assessment process:	If School Postgraduate Research Conference – able to respond to questions and feedback provided by all attendees If presentation to research group or School – able to respond to questions and feedback from all attendees. If conference, able to respond to questions and feedback from attendees. PPT will be examined by Mid-candidature Panel
Interview/Dialogue	Participants:	Mid-candidature Panel (PGC and independent academic), Advisory Team and Candidate.
	Expected duration:	5 mins – 1 hour
	Quality expectations:	Able to respond to questions or feedback
	Timing:	Within two weeks of receipt of written work
	Assessment process:	If the Mid-candidature Panel considers that the electronically delivered written and oral presentations indicate satisfactory progress, then no face to face interview will occur. If there is uncertainty over a candidate's progress, or the candidate or Advisory Team independently request a face to face interview, the Panel, Advisory Team and Candidate will meet as per the Confirmation process.
Written Feedback	Format:	Emailed template report +/- face to face verbal feedback
	Timing:	Within one month of dialogue/interview.

Milestone 3: Thesis Review

The thesis review:

- enables the school/institute to determine collectively that the thesis should be ready for assessment by the expected date or determine a new submission date,
- allows any differences of opinion among the candidate and the advisory team about the readiness of the thesis for assessment to be aired and settled collegially,
- assures the candidate and advisory team of the scope, originality and quality of the thesis,
- identifies any major concerns that need attention before submission,
- provides a forum for discussing the mix of disciplinary knowledge required among the thesis assessors to review the breadth of work contained within the thesis, and
- enables the candidate and the advisors to express any reservations or concerns about having any particular individual act as an assessor.

In addition to matters normally covered by feedback and recommendation documents, the thesis review feedback attests to the quality and scope of the research, details decisions reached about the mix of thesis assessors, records reservations about particular individuals, and states the expected thesis submission date.

WORK TO BE COMPLETED BETWEEN MID-CANDIDATURE REVIEW AND THESIS REVIEW		School/Institute expectations for PhD
Written work	Accepted formats:	<ol style="list-style-type: none"> 1. Front matter to thesis, including abstract 2. revised and expanded outline of thesis (with subheadings) 3. Manuscripts for publication, published journal papers or draft thesis chapters 4.. Revised timetable to completion 5. Any further resources required prior to completion 6. Updated career aspirations and resources required 7. statement detailing the time and place of the required oral presentation plus PPTs and feedback if available
	Word limit (if considered appropriate):	At least two draft manuscripts for publication or two thesis chapters plus all other requirements. Draft chapters or manuscripts for the majority of the thesis should be the aim.
	Quality expectations:	The draft publication or thesis chapter should be near submission standard.
	Timing:	Two weeks before interview/dialogue
	Assessment process:	Sent electronically to Thesis Review Panel comprising Postgraduate Coordinator and an Independent Academic (not associated with Advisory Team) who most likely was on the candidate's confirmation/mid-candidature panel.
Oral work	Accepted formats:	Any of the following formats: <ol style="list-style-type: none"> 1. Presentation at School Postgraduate Research Conference 2. Presentation to Research group or School 3. National or international conference presentation
	Duration (if considered appropriate):	Minimum of 15 minutes
	Quality expectations:	Appropriate for audience and clear
	Timing:	Before Interview/Dialogue

	Assessment process:	If School Postgraduate Research Conference – able to respond to questions and feedback provided by all attendees If presentation to research group or School – able to respond to questions and feedback from all attendees. If conference, able to respond to questions and feedback from attendees. PPT will be examined by Thesis Review Panel
Interview/Dialogue	Participants:	Thesis Review Panel (PGC and independent academic), Advisory Team and Candidate.
	Expected duration:	5 mins – 1 hour
	Quality expectations:	Able to respond to questions or feedback.
	Timing:	Within two weeks of receipt of written work
	Assessment process:	If the Thesis Review Panel considers that the electronically delivered written and oral presentations indicate satisfactory progress, then no face to face interview will occur. If there is uncertainty over a candidate's progress, or the candidate or Advisory Team independently request a face to face interview, the Panel, Advisory Team and Candidate will meet as per the Confirmation process.
Written Feedback	Format:	Emailed template report +/- face to face verbal feedback
	Timing:	Within one month of dialogue/interview.

WORK TO BE COMPLETED BETWEEN MID-CANDIDATURE REVIEW AND THESIS REVIEW		School/Institute expectations for MPhil
Written work	Accepted formats:	1. Front matter to thesis, including abstract 2. Revised and expanded outline of thesis (with subheadings) 3. Manuscripts for publication, published journal papers or draft thesis chapters 4. Revised timetable to completion 5. Any further resources required prior to completion 6. Updated career aspirations and resources required 7. Statement detailing the time and place of the required oral presentation plus PPTs and feedback if available
	Word limit (if considered appropriate):	At least two draft manuscripts for publication or two thesis chapters plus all other requirements. Draft chapters or manuscripts for the majority of the thesis should be the aim.
	Quality expectations:	The draft publication or thesis chapter should be near submission standard.
	Timing:	Two weeks before interview/dialogue
	Assessment process:	Sent electronically to Thesis Review Panel comprising Postgraduate Coordinator and an Independent Academic (not associated with Advisory Team) who most likely was on the candidate's confirmation/mid-candidature panel.

Oral work	Accepted formats:	Any of the following formats: 1. Presentation at School Postgraduate Research Conference 2. Presentation to an open audience within the School 3. National or international conference presentation The preferred format is a presentation of the thesis to the school. However this is not required.
	Duration (if considered appropriate):	Minimum of 15 minutes
	Quality expectations:	Appropriate for audience and clear
	Timing:	Before Interview/Dialogue
	Assessment process:	If School Postgraduate Research Conference – able to respond to questions and feedback provided by all attendees If presentation to research group or School – able to respond to questions and feedback from all attendees. If conference, able to respond to questions and feedback from attendees. PPT will be examined by Thesis Review Panel
Interview/Dialogue	Participants:	Thesis Review Panel (PGC and independent academic), Advisory Team and Candidate.
	Expected duration:	5 mins – 1 hour
	Quality expectations:	Able to respond to questions or feedback.
	Timing:	Within two weeks of receipt of written work
	Assessment process:	If the Thesis Review Panel considers that the electronically delivered written and oral presentations indicate satisfactory progress, then no face to face interview will occur. If there is uncertainty over a candidate's progress, or the candidate or Advisory Team independently request a face to face interview, the Panel, Advisory Team and Candidate will meet as per the Confirmation process.
Written Feedback	Format:	Emailed template report +/- face to face verbal feedback
	Timing:	Within one month of dialogue/interview.

IMPLEMENTATION PLAN FOR HUPP4.60.5 ENDS HERE