

Division of the Deputy Vice-Chancellor and Vice-President (Research) Adelaide Graduate Centre



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MAJOR REVIEW OF PROGRESS TOWARDS A DOCTOR OF PHILOSOPHY OR PROFESSIONAL DOCTORATE

Research students are provisional in candidature for at least the first twelve months (or half-time equivalent), after which a comprehensive "Major Review of Progress" is undertaken by the Candidature Confirmation Review Committee, with a view to determining the capacity of the student to complete their research and submit a quality thesis for examination within three to three and a half years. In the past candidature for a considerable number of students has lapsed without a subsequent lodgement of a thesis. The Major Review process has therefore been revised to assess the capability of students and assistance required to lead to submission of a thesis within candidature.

CANDIDATURE CONFIRMATION REVIEW COMMITTEE

The Candidature Confirmation Review Committee will comprise at a minimum:

1. All supervisors of the candidate (input from external supervisors is also required); and
2. One or more senior members of the School's academic staff (preferably including the Postgraduate Coordinator).

In addition, it is recommended that at least one Discipline expert is a member of the Committee.

The Chair of the Committee will normally be the Postgraduate Coordinator. However, if the Postgraduate Coordinator is also a supervisor, another senior member of the School's academic staff should fulfil this role. The Chair of the Committee **MUST NOT** be a supervisor. If the Head of School/Discipline is appointed to the Chair, another senior member of academic staff of the School, who is not a supervisor should sign in the capacity of the Head of School/Discipline. This is to ensure the impartiality of the progress assessment.

GUIDELINES FOR THE CANDIDATURE CONFIRMATION REVIEW COMMITTEE

The Committee's role is to:

- Assess the candidate's progress against both the quality and quantity of work required for completion within the required timeframe for the degree;
- Identify and document any problems or issues likely to affect the ability of the candidate to complete within the required timeframe of the degree and indicate where these are beyond the student's control;
- Discuss the student's relationships with their supervisor(s) to determine whether their professional compatibility is sufficient to facilitate completion of the degree within the required timeframe;
- Provide one of the following recommendations to the Research Education and Development Committee (REDC):
 - 1 **Confirmation of Candidature**
 - a) Completion in the minimum timeframe supported; two-three years (PhD or Professional Doctorate) or
 - b) Candidate will submit within maximum candidature period of 4 years (PhD or Professional Doctorate).
 - 2 **Extend Provisional Status**

The candidate has made progress but is not yet ready for confirmation of candidature. Extend Provisional Status for a period of 3/4/5 months, before final review.
 - 3 **Transfer of Program**

The candidate should be directed to undertake a Master degree, not a PhD or a Professional Doctorate, and should change program immediately.
 - 4 **Termination of Candidature**

PLEASE NOTE:

- **Recommendations should be made in the 'Candidature Committee Review Panel Recommendation to REDC' section on page 4 of this form. The Committee should adhere to the Specific Guidelines in that section when making a determination.**
- In cases where extension of provisional candidature is recommended the Committee shall set a series of milestones which enable the student, by completing them, to demonstrate competence to finish the program within the required timeframe for the degree. Note that the milestones should be set following discussion with and agreement by the student;
- A further review of progress should be undertaken following an extension of provisional candidature and confirmation, termination or conversion to a Master degree should be recommended;
- Where candidature is to be confirmed following an extension of provisional candidature, the Committee should ensure that the scope of the candidate's research project is achievable within the required timeframe for the degree.

MINIMUM REQUIREMENTS FOR THE CONFIRMATION OF CANDIDATURE

Confirmation of candidature requires at a minimum:

- Attendance at the Induction Program organised by the Adelaide Graduate Centre;
- Satisfactory completion of the Core Component of the Structured Program including:
 - participation in a School Induction;
 - completion of the Minimum School Resources Proforma;
 - regular attendance of the School Seminar Program;
 - the completion of a research proposal and (normally) its presentation at a School seminar/workshop;
 - completion of the Higher Degree Research: Safety Management Plan
 - familiarity with the Australian Code for Responsible Conduct in Research which is available on the web at: <http://www.nhmrc.gov.au/publications/synopses/r39syn.htm>
 - and for international students (who have not been granted an exemption), satisfactory participation in the Integrated Bridging Program (IBP).
- Excellent or satisfactory progress during the preceding twelve months (or half-time equivalent) in terms of all the review criteria required for completion within the required timeframe for the degree as determined by the Candidature Confirmation Review Panel;
- The generation of a GANTT chart or equivalent detailing the research completion plan for the remainder of candidature. The GANTT chart may be prepared on the attached template or in the format of one of the examples listed on the Graduate Centre's web site at: <http://www.adelaide.edu.au/graduatecentre/forms/#M>
- A completed risk assessment detailing contingency plans shall be compiled and maintained by the School/Discipline and should detail how to proceed in the event that:
 - (i) the research direction(s) pursued prove(s) unsuccessful, or not worth pursuing;
 - (ii) supervisor(s) will be absent e.g. on study leave;
 - (iii) existing skills/experience are inadequate to undertake the planned research (i.e. training is required); and
 - (iv) existing resources are inadequate to undertake the planned research.
 - (v) candidate has taken excessive leave
- Recommendation for consideration by REDC

FURTHER INFORMATION

Additional information about the Major Review of Progress is available from your Postgraduate Coordinator or from the Adelaide Graduate Centre on 8303 5882.

A copy of this form may be obtained from the web at: <http://www.adelaide.edu.au/graduatecentre/forms/> or on request from the Adelaide Graduate Centre

ANNE WITT

Director, Adelaide Graduate Centre

MAJOR REVIEW OF PROGRESS TOWARDS A DOCTOR OF PHILOSOPHY OR PROFESSIONAL DOCTORATE

(* Delete as necessary)

Student Name: _____ ID No: _____

School/Discipline: _____ Program: _____

E-mail address: _____

Candidature Commencement Date: _____

Proposed thesis title: _____

SCHOOL REVIEW OF PROGRESS

1. Has the student attended the Induction Program organised by the Adelaide Graduate Centre?
 YES NO
2. Has the student completed the Core Component of the Structured Program satisfactorily, including attendance at a School induction, completion of the Integrated Bridging Program (where applicable) and lodgement of all relevant documentation with the Adelaide Graduate Centre?
 YES NO
3. During provisional candidature how would you rate the following measures? (tick one box per measure)

	Unsatisfactory	Satisfactory with Reservations	Acceptable	Above Expectations	Excellent
STUDENT CAPABILITIES					
3.1 Ability to critically review the literature and prior work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2 An adequate knowledge of the field of study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3 Capacity to conduct independent research at the standard required for the degree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4 Ability to complete the research program within the specified timeframe for the degree (3-3.5 years for PhD)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.5 Motivation to complete the research program within the specified timeframe for the degree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.6 Ability to communicate clearly and concisely to various audiences (orally and in writing)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PROJECT MEASURES					
3.7 The scope of the research project as detailed in the attached GANTT chart/timeline is realistic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SUPERVISION					
3.8 The goals and expectations of the student and supervisors are well matched	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CANDIDATURE COMMITTEE REVIEW PANEL RECOMMENDATION TO REDC - (*Please refer to the Guidelines below in italics when completing this section*).

1 CONFIRMATION OF CANDIDATURE

- a (*tick when all measures in the table in Section 3 are 'Excellent' or 'Above Expectations' and all other requirements are met.*) Candidature should be confirmed and completion may reasonably be anticipated in the minimum timeframe supported; two-three years (PhD or Professional Doctorate).
- b (*tick for a mixture of 'Acceptable' – 'Excellent' and all other requirements are met.*) Candidature should be confirmed. Candidate may reasonably be anticipated to submit within maximum candidature period of 4 years (PhD or Professional Doctorate).

2 EXTEND PROVISIONAL STATUS

- (*must be used if one or more measures are 'Acceptable', with no 'Excellent' and where research or key requirements are incomplete or where the answer to any of the Student Capability questions 3.1–3.6 is 'satisfactory with reservations'. Please also refer to notes b) and c) below*). The candidate has made progress but is not yet ready for confirmation of candidature. Extend Provisional Status for a period of 3/4/5 months, before final review. Please also complete the section '**Milestones for Completion during the Extended Period of Provisional Status**'.

3 TRANSFER

- (*must be used for mixes of outcomes with (2) unsatisfactory measures. Please also refer to notes b) and c) below*). The candidate should be directed to undertake a Master degree not a PhD or a Professional Doctorate, and should change the program immediately. This recommendation should be accompanied by an application to transfer candidature from a Doctor of Philosophy to a Masters form. <http://adelaide.edu.au/graduatecentre/forms/#T>

4. TERMINATION OF CANDIDATURE

- (*must be used for (>2) unsatisfactory measures. Please also refer to notes c) and d) below*).

FURTHER DETAILS REGARDING MEASURES FOR COMPLETION OF RECOMMENDATION ABOVE
(Refer to Section 3 for ratings)

- a) Based on an analysis of completion rates over the last five years it is expected that recommendations 1a or 1b should apply for approximately 52% of research students.
- b) In the case of recommendation 2 and 3 please complete the section '**Details of Risks and Unsatisfactory Progress**' below.
- c) A rating of 'Unsatisfactory' or 'Satisfactory with Reservations' for Student Capability questions 3.7 or 3.8 need not result in recommendations to terminate or extend candidature if the School/Discipline provides details of the strategies to address the situation in the section '**Details of Risks and Unsatisfactory Progress**' below.
- d) If 'Termination of Candidature' is recommended please address the issues regarding unsatisfactory progress leading to this recommendation in the section '**Reasons for Termination of Candidature**' below

Details of Risks and Unsatisfactory Progress

Please provide a brief report on the student's progress, the project and supervision and an explanation of the reasons for the recommendation. Where applicable please include details of plans to address any reservations (*attach additional pages if required*).

Milestones for Completion during the Extended Period of Provisional Status

Where the Committee plans to recommend an extension of provisional status, rather than termination, please also attach details of the milestones to be completed by the student during the extended period of provisional status. (*attach additional pages if required*)

Reasons for Termination of Candidature Recommendation

Where the Committee recommends termination please provide a report on measures taken to address unsatisfactory progress and issues leading to the recommendation. (*attach additional pages if required*)

STUDENT'S ASSESSMENT OF PROGRESS

- I have attached a GANTT chart/timeline detailing my research plan from candidature commencement to completion of my thesis
- I agree with the Candidature Committee Review Panel's assessment of my progress
- I agree with the milestones set for completion during the extended period of my provisional status

In the case of disagreement with the Candidature Committee Review Panel's recommendation above, please attach details separately.

Student's signature

Date

NB If a recommendation for termination of candidature is upheld by the Faculty Higher Degrees Committee and the Research Education and Development Committee (REDC) the candidate may appeal the decision in accordance with the guidelines detailed in the Student Grievance Resolution Process (refer to

the section on grievances, complaints and problems during candidature in the Research Student Handbook at: <http://www.adelaide.edu.au/graduatecentre/handbook/>

ASSESSMENT BY THE CANDIDATURE REVIEW PANEL AND SCHOOL/DISCIPLINE

We endorse the recommendation to REDC detailed above:

Note that: three different signatures are required to approve the Candidature Committee Review Panel's recommendation at School level. Normally, the Chair of the Candidature Committee Review Panel (who is usually the Postgraduate Coordinator) should sign this form together with the principal supervisor and the Head of School/Discipline.

However, if the Postgraduate Coordinator is a member of the student's supervisory panel he or she is ineligible to be the Chair of the Candidature Review Panel and another Chair, who is not a supervisor, must be appointed. If the Head of School/Discipline is appointed to be the Chair, he or she cannot also sign the form in the capacity of Head of School/Discipline. Consequently, another senior member of the Academic Staff of the School, who is not a supervisor, should sign the form on the fourth signature line†.

If an external Discipline Expert is a member of the Committee he or she may sign the form††.

Print Name: Chair of Candidature Review Panel
(normally the PGC)

Signature: Chair of Candidature Review
Panel (normally the PGC)

Date

Print Name: Principal Supervisor

Signature: Principal Supervisor

Date

Print Name: Head of School or Discipline

Signature: Head of School or Discipline

Date

Print Name: Senior School Academic Staff
Member†

Signature: Senior School Academic Staff
Member†

Date

Print Name External Discipline Expert††

Signature: External Discipline Expert††

Date

APPROVAL BY HIGHER DEGREES COMMITTEE CONVENOR

I endorse the recommendation

I do not endorse the recommendation and have attached a statement outlining my reasons.

Convenor, Faculty Higher Degrees Committee

Date

APPROVAL BY DEAN OF GRADUATE STUDIES

Recommendation approved/not approved

Recommend referral to Student Matters Sub-Committee

Dean of Graduate Studies

Date

Comments

