Return the completed form to:

Adelaide Graduate Research School
graduate.research@adelaide.edu.au

THE UNIVERSITY of ADELAIDE

Extended Major Review of Progress for Doctoral Programs

Division of Research and Innovation

When provisional status has been extended, a further Major Review of Progress (the Extended Major Review of Progress) at the end of the extended period will recommend confirmation of candidature, termination, or conversion to a Master's enrolment.

Candidature Confirmation Review Committee

The members of the Candidature Committee that recommended the initial extension of provisional candidature should conduct the Extended Major Review of Progress. If all members of the original Committee are not available for the review a new Committee may be established but this Committee should determine if the student has met the milestones and recommendations of the initial committee and not introduce new issues.

Guidelines for the Candidature Confirmation Review Committee

The Committee's role is to:

- Reassess the candidate's progress and determine if the student has met the milestones recommended in the initial Major Review of Progress.
- Where candidature is to be confirmed following an extension of provisional candidature, ensure that the scope of the candidate's research project is achievable within the required timeframe for the degree.
- 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 of two-three years (PhD or Professional Doctorate) or
       b) Candidate will submit within maximum candidature period of 4 years (PhD or Professional Doctorate).
    2. **Further extension of provisional status**
       Please note that, including previous extensions of provisional status, the maximum extension permitted is a total of six months.
    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 6 of this form. The Committee should adhere to the Specific Guidelines in that section when making a determination.

Minimum Requirements for the Confirmation of Candidature

Confirmation of candidature requires at a minimum:

- Completion of the online induction program;
- Satisfactory completion of the Core Component of the Structured Program including;
- Submission of an updated CaRST Development Plan and print out of the CaRST record from CaRST Online (for PhD students commencing from 2017);
- 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 in the format of one of the examples listed on the Graduate Research School's website at:

  http://www.adelaide.edu.au/graduate-research/current-students/forms#milestones
- A completed risk assessment detailing contingency plans should be compiled, maintained by the School/Discipline and should detail how to proceed in the event that:
  - the research direction(s) pursued prove(s) unsuccessful, or not worth pursuing;
  - supervisor(s) will be absent e.g. on study leave;
  - existing skills/experience are inadequate to undertake the planned research (i.e. training is required);
  - existing resources are inadequate to undertake the planned research;
  - candidate has taken excessive leave
- Recommendation for consideration by REDC

Further Information

Additional information about the Extended Major Review of Progress is available from your Postgraduate Coordinator or from the Adelaide Graduate Research School.

Extended Major Review of Progress for Doctoral Programs

Student Name	
Student ID	
School/Discipline	
Program	
Email Address	
Candidature Commencement Date	
Thesis Title	

School Review of Progress

1. **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 Research School?**

   ○ **Yes** ○ **No**

2. **List each task/milestone set for completion during the extension of the provisional status and comment on the degree to which the student has met each one (attach additional pages if required).**

3. During provisional candidature how would you rate the following measures? (tick one box per measure)

Student Capability Measures Table	
1 Ability to critically review the literature and prior work	☐ Unsatisfactory ☐ Satisfactory with reservations ☐ Satisfactory ☐ Above expectations ☐ Excellent
2 An adequate knowledge of the field of study	☐ Unsatisfactory ☐ Satisfactory with reservations ☐ Satisfactory ☐ Above expectations ☐ Excellent
3 Capacity to conduct independent research at the standard required for the degree	☐ Unsatisfactory ☐ Satisfactory with reservations ☐ Satisfactory ☐ Above expectations ☐ Excellent
4 Ability to complete the research program within the specified timeframe for the degree (3-3.5 years for PhD)	☐ Unsatisfactory ☐ Satisfactory with reservations ☐ Satisfactory ☐ Above expectations ☐ Excellent
5 Motivation to complete the research program within the specified timeframe for the degree	☐ Unsatisfactory ☐ Satisfactory with reservations ☐ Satisfactory ☐ Above expectations ☐ Excellent
6 Ability to communicate clearly and concisely to various audiences (orally and in writing)	☐ Unsatisfactory ☐ Satisfactory with reservations ☐ Satisfactory ☐ Above expectations ☐ Excellent
7 Ability to complete the CaRST development component of the structured program within the specified timeframe for the degree (for PhD students commencing from 2017 only)	☐ Unsatisfactory ☐ Satisfactory with reservations ☐ Satisfactory ☐ Above expectations ☐ Excellent

Project Measure	
8 The scope of the research project as detailed in the attached Gantt chart/timeline is realistic	☐ Unsatisfactory ☐ Satisfactory with reservations ☐ Satisfactory ☐ Above expectations ☐ Excellent

Supervision Measure	
9 The goals and expectations of the student and supervisors are well matched	☐ Unsatisfactory ☐ Satisfactory with reservations ☐ Satisfactory ☐ Above expectations ☐ Excellent

Candidature Committee Review Panel Recommendation to REDC

Please refer to the guidelines below in italics when completing this section.

1 Confirmation of Candidature

1a ☐ **Candidature should be confirmed and completion may reasonably be anticipated in the minimum timeframe supported: two-three years (PhD or Professional Doctorate).**

Select this option when all measures in the Student Capability Measures Table are 'Excellent' or 'Above Expectations' and all other requirements are met.

1b ☐ **Candidature should be confirmed. Candidate may reasonably be anticipated to submit within maximum candidature period of 4 years (PhD or Professional Doctorate).**

Select this option when measures in the Student Capability Measures Table are a mixture of 'Satisfactory' - 'Excellent' and all other requirements are met.

2 Further extension of provisional candidature (Note that a maximum total of 6 months extension of provisional status is permitted. Period(s) of extension previously approved must be taken into account when making this recommendation.) THIS OPTION IS NOT AVAILABLE IF THE STUDENT HAS ALREADY HAD THE MAXIMUM 6 MONTHS EXTENSION.

☐ **Where a committee is still unsure of a candidate's potential for success and wishes to further extend provisional candidature for a period before final review.**

With reference to the Student Capability Measures Table, select this recommendation where the following apply:

(i) one (only) Student Capability Measure was rated 'Unsatisfactory'; and/or

(ii) one or more Student Capability Measures were rated 'Satisfactory with Reservations', and/or

(iii) progress is not consistent with completion of the degree within 4 years from commencement.

A recommendation to further extend provisional status indicates the student has made progress but is not yet ready for confirmation. The Candidature Confirmation Review Committee will make a final recommendation following a further review at the end of the further extended provisional candidature period.

We recommend an extension of provisional candidature for _____ months.

3 Transfer

☐ **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://www.adelaide.edu.au/graduate-research/current-students/forms**

This option must be used when measures in the Student Capability Measures Table include a number of 'Satisfactory with reservations' and up to two (2) 'Unsatisfactory' ratings. Please also refer to notes b) and c) below.

4 Termination of Candidature

☐ **This option must be selected where three (3) or more measures have been rated as 'Unsatisfactory'. Please also refer to notes c) and d) below.**

Please note:

a) In the case of recommendation 3 please complete the section '**Details of Risks and Unsatisfactory Progress**' below.

b) A rating of 'Unsatisfactory' or 'Satisfactory with Reservations' for Student Capability questions 7 or 8 need not result in recommendations to terminate candidature if the School/Discipline provides details of the strategies to address the situation in the section '**Details of Risks and Unsatisfactory Progress**' below.

c) 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, supervision, and CaRST (if applicable) 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).

Further extension of provisional status

Where the Committee has recommended a further extension of provisional candidature, details of the milestones to be completed by the student must be recorded (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).

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Student's Certification and Assessment of Progress

I certify that I:

- *have attached a GANTT chart/timeline detailing my research plan from candidature commencement to completion of my thesis, and*
- *have attached a CaRST Development Plan and print out of the CaRST record from CaRST Online (for PhD students commencing from 2017), and*
- *agree with the Candidature Committee Review Panel's assessment of my progress and recommendation, and*
- *(if applicable) agree with the milestones set for completion during the further extended period of my provisional status.*

Note: If you disagree with your School/Discipline's assessment and/or recommendation, you may attach a confidential report to this form for the attention of the Dean of Graduate Studies. A confidential meeting with the Dean of Graduate Studies may also be requested. Refer to the Unsatisfactory Academic Progress section of the Research Student Handbook for further information.

_____	_____	_____
Student Name	Sign here	Date

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.

Assessment by the Candidature Review Committee and School/Discipline

The undersigned endorse the recommendation to REDC detailed above.

Please note: *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††.

Chair of Candidature Review Panel (normally the PGC)	Sign here	Date
Principal Supervisor	Sign here	Date
Head of School or Discipline	Sign here	Date
Senior School Academic Staff Member†	Sign here	Date
External Discipline Expert††	Sign here	Date

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Approval by the 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 | Sign here | Date

Approval by Career and Research Skills Training (CaRST) Team

For PhD students commencing from 2017 only, I approve/do not approve:

○ The CaRST Development Plan and CaRST Record

I wish to make the following comments:

_____ _____

CaRST Officer - Sign here | Date

Approval by Dean of Graduate Studies

○ **Recommendation approved**

○ **Recommendation NOT approved**

☐ **Recommend referral to Student Matters Sub-Committee**

_____ _____

Dean of Graduate Studies Sign here | Date

Comments

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