



Pre-Submission Review

Division of Research and Innovation

NOTE: When using the editable PDF version of this document, for best results, you are advised to open, edit and save using Adobe Acrobat Reader only.

From January 2024, the Pre-Submission Review must be completed by all candidates at 33-36 months FTE from the commencement of candidature in the case of a PhD and 21 months FTE candidature in the case of a Master by Research.

The Pre-Submission Review

The Pre-Submission Review is designed to clearly outline the pathway to completion, and ensure that the thesis will be ready for submission within the target timeframe. In addition to this form, the candidate must complete a Thesis Completion Plan using the template provided. At the Pre-Submission Review Panel meeting, the candidate will lead the discussion on their progress towards thesis completion and outline their plans for the completion of the remaining tasks. Where tasks are unable to be achieved by the target completion date, contingency measures will be put in place.

Preparing for the Pre-Submission Review

The Adelaide Graduate Research School will notify the candidate and their supervisors by email 45 days prior to the due date for the Pre-Submission Review. The candidate must submit a completed electronic copy of the Pre-Submission Review Form (Section A) and a Thesis Completion Plan to their principal supervisor in preparation for the Pre-Submission Review meeting, no later than three weeks prior to the Pre-submission Review date.

Extensions of up to one month can be granted in exceptional circumstances. If a member of the Pre-Submission Review Panel is scheduled to be on leave during the Pre-Submission Review period, plans should be made so the Pre-Submission Review due date is met.

The Pre-Submission Review Panel

The Panel will comprise:

1. The Candidate
2. All supervisors of the candidate (including any external supervisors)
3. The Postgraduate Coordinator / School Approver

In addition, it is recommended that at least one additional discipline expert sits on the Panel.

Should any member of the panel express concerns about the progress of the candidate, the Pre-Submission Review will be escalated to the Associate Dean of Graduate Studies prior to submission to the AGRS.

Guidelines for the Pre-Submission Review Panel

The Chair of the Committee will normally be the Postgraduate Coordinator of the School. Note however, that if the Postgraduate Coordinator is the candidate's supervisor, then another senior member of the School's academic staff should be appointed as the Chair. This is to ensure the impartiality of the review process.

The Panel's role is to:

- assess whether the proposed thesis is likely to satisfy the academic standards necessary for submission and examination.
- provide constructive advice on any areas of concern
- assess whether the candidates' thesis will be submitted within the target timeframe (3.5 FTE or maximum of 4 years FTE for a PhD/ 2 years FTE for a Master by Research).

Following the Pre-Submission Review meeting, the Panel will convene without the candidate to discuss the candidate's progress and their preparedness for thesis submission. The Chair of the Panel will then complete Section C of the form based on that discussion.

Completion of a final, public seminar approximately 2-3 months prior to thesis submission is strongly encouraged.

Section A (to be completed by the candidate)

Complete this section and leave the remainder of the form blank. Email the form to your principal supervisor, with Section A completed and your Thesis Completion Plan attached, no later than three weeks before your Pre-submission Review date. Your principal supervisor will complete Section B before circulating this form to all Panel members before your Review Panel date. During the Review Panel meeting, the Chair of the Panel will complete Section C. The form will then be signed by the entire Panel and you will be asked to sign the form and to indicate whether you agree with the Panel's evaluation in Section D. The completed form and Thesis Completion Plan must be submitted to the Adelaide Graduate Research School by the due date for your Review.

Candidate Name	
Candidate ID	
School/Discipline	
Program	
Date of Pre-Submission Review Panel	
Expected Date of Thesis Submission	
Expiry date of Candidature	
Are you an International candidate?	<input type="radio"/> Yes <input type="radio"/> No
Are you required to undertake CaRST? (compulsory for PhD and MPhil candidates who commenced from 1/1/2017)	<input type="radio"/> Yes <input type="radio"/> No How many CaRST hours do you still need to complete: _
For Master by Research, please indicate your stream	<input type="radio"/> 100% research <input type="radio"/> Mixed research & coursework
Are you enrolled in a jointly-awarded degree program (e.g. Cotutelle)	<input type="radio"/> Yes <input type="radio"/> No
Please indicate your proposed thesis format (visit Specifications for thesis for details)	<input type="radio"/> Conventional <input type="radio"/> Publication <input type="radio"/> Combination (Conv&Pub) <input type="radio"/> Major Work & Exegesis

1. Thesis progress to date: Pre-Submission Review Completion Plan

Please attach a completed [Thesis Completion Plan](#) prior to handing the form to your principal supervisor, ensuring that for each chapter:

- Column A: the type of chapter/section is listed (for example, Methodology, Conclusion, Future Work)
- Column B to F: a shaded cell is placed within the percentage range to indicate the chapter/section's current progress
- Column G: where a chapter/section is not 100% complete, provide an indication of the time to completion in months
- Column H: indicate if the chapter/section has been published or has been submitted for publication
- Column I: a space to provide additional comments as required

1a. Please provide details of progress on your project to date together with your thesis completion plan (up to two A4 pages). For each chapter include indications of percentage complete, together with outstanding tasks. Attach additional page(s) if the space provided is insufficient.

1b. Career and Research Skills Training (CaRST) Progress.

Attach a PDF of your CaRST Progress Summary (generated via the Review section of [CaRST Online](#)).

Reflecting on any development activities completed since the previous milestone review, how have these experiences enhanced your skills and abilities as a researcher? What aspect of research or career development would you like to focus on next? Attach additional page(s) if the space provided is insufficient.

1c. Please provide details of any problems and/or disagreements/grievances you may have experienced since your last annual review of progress. Attach additional page(s) if the space provided is insufficient.

Candidates are encouraged to discuss any candidature problems with their supervisors or Postgraduate Coordinator in the first instance. However, if you feel unable to discuss the issue within your School or have been unable to reach an acceptable resolution, you are encouraged to submit a confidential report to the Dean of Graduate Studies (dean.gradstudies@adelaide.edu.au) prior to the final submission of your Pre-Submission Review to the Graduate Research School. Submitting a confidential report is not the same as making a formal complaint and no action will be taken by the Dean without your request or permission.

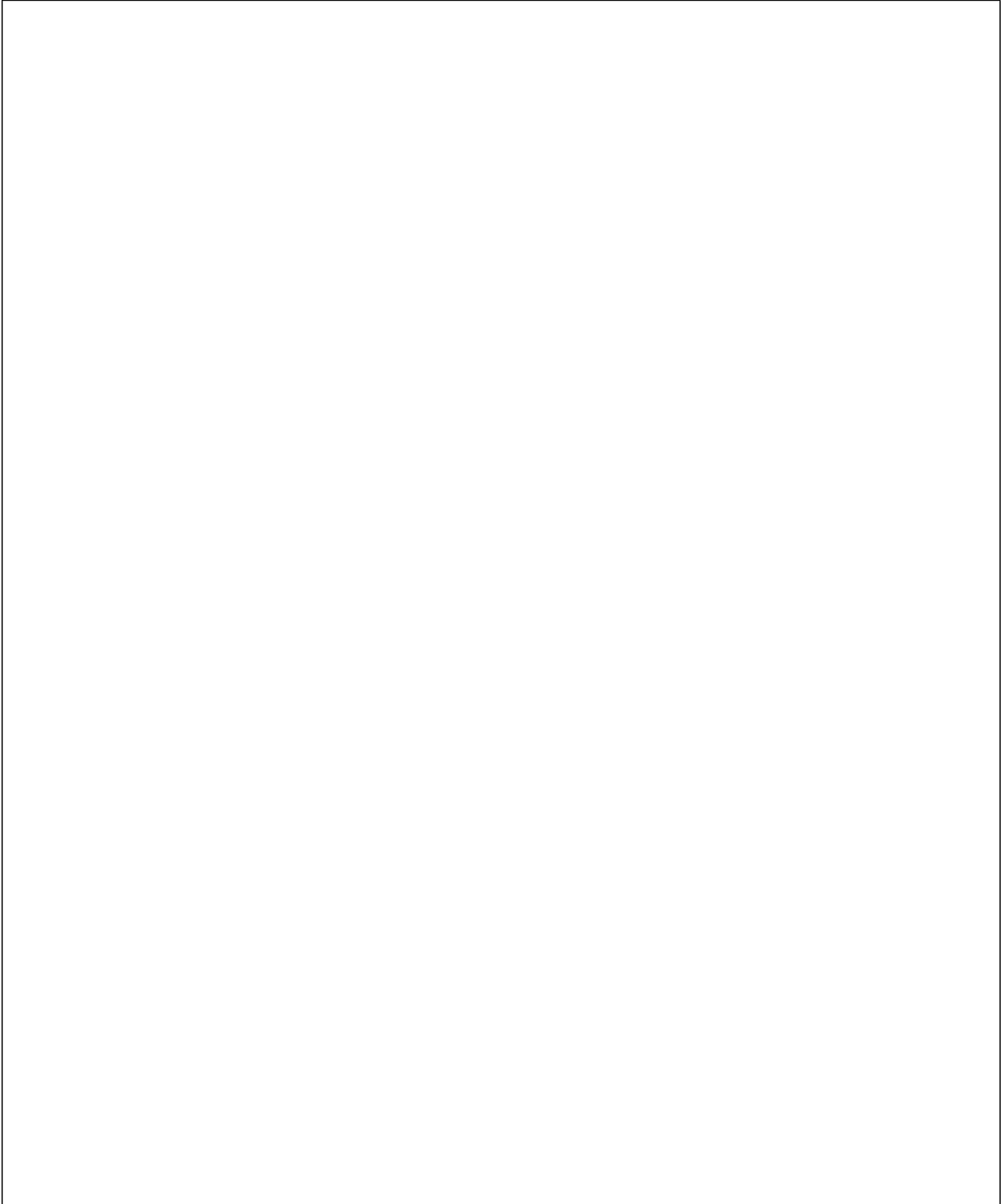
For information about the University's Student Grievance Resolution Process, please see the Grievances, Complaints and Problems during Candidature section in the [Research Student Handbook](#) and the [Student Grievance Resolution Process](#) website.

Section B (to be completed by the Supervisor)

Please provide comments below, focusing on the work required prior to submission and any plans that are being put in place to facilitate timely completion (where relevant within the scholarship-funded time period).

Leave the remainder of the form blank. Circulate the form to the Panel members, together with the candidate's chapter outline and Completion Plan prior to the Pre-Submission Review Panel meeting.

(Attach additional pages if required)

A large, empty rectangular box with a thin black border, intended for the supervisor to provide comments on the work required prior to submission and any plans to facilitate timely completion.

1. I have reviewed the candidate's CaRST Progress Summary and the activities in their CaRST record and:
- The candidate has completed the minimum CaRST requirements
 - The candidate is on track to meet the minimum CaRST requirements before thesis submission
 - The candidate is at risk of not meeting the minimum CaRST requirements before thesis submission

Where applicable, comment on how CaRST completion will be achieved prior to thesis submission

Section C Evaluation (to be completed by the Chair of the Panel)

The Panel is asked to evaluate, based on the candidate's responses in Section A, the supervisors' comments in Section B and the Review Panel report presented by the candidate, whether the development of the thesis to date is on track to be a) of a standard acceptable for submission; b) submitted within 3.5 years (maximum four years FTE in the case of a doctoral thesis or two years FTE in the case of a Master by Research thesis, and if not; c) what timeframe to completion might be expected.

During the Review Panel meeting, the evaluation section of this form is to be completed by the Chair and the form and signed by all panel members, including the candidate.

2. Evaluation of the Pre-Submission Review.

3. Panel Evaluation of progress

(Attach additional pages if required)

3a. Is the thesis on track to meet the academic standards that make it suitable for submission and examination? If no, please specify areas of concern.	<input type="radio"/> YES <input type="radio"/> NO
3b. Is the scope of the research project as detailed in the attached Thesis Completion Plan realistic? If no, please comment below.	<input type="radio"/> YES <input type="radio"/> NO
3c. Will the thesis be ready for submission <u>within six months FTE</u> for doctoral candidates or <u>3 months FTE</u> for Master by Research candidates? If no, what is the realistic timeframe until submission? Please provide a detailed plan on how the candidate will be supported until submission.	<input type="radio"/> YES <input type="radio"/> NO

3d. Review Panel feedback for the candidate including details of issues/concerns related to timely completion and response to any candidate comments in Section A.

Does the Review Panel identify any issues/concerns that might have affected the candidate's progress or may affect their progress toward a timely completion? Please provide details below	<input type="radio"/> YES <input type="radio"/> NO

4. Overall Pre-Submission Review Evaluation

Unsatisfactory Satisfactory with reservations Satisfactory

Chair of Pre-Submission Review Panel
(normally the PGC) name

Sign here

Date

Principal Supervisor name (on behalf of the
supervisory panel)

Sign here

Date

Senior School Academic Staff Member name (if
applicable)

Sign here

Date

External Discipline Expert name (if applicable)

Sign here

Date

Where the Postgraduate Coordinator is a supervisor, they are ineligible to be the Chair of the Pre-Submission Review Panel and another Chair must be appointed.

In the case of progress concerns, the review will be escalated to the relevant Associate Dean of Graduate Studies and the Dean of Graduate Studies. after submission to the AGRS.

Candidate's endorsement of the Panel's evaluation

- I agree with the Panel's evaluation
- I disagree with the Panel's evaluation above. Details are attached separately.

Candidate sign here

Date