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# Pre-Submission Review (Arts)

## Division of the Deputy Vice-Chancellor and Vice President (Research)

**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.

The Pre-Submission Review must be completed by students in the Faculty of Arts at 33 months (or half-time equivalent) from the commencement of candidature in the case of the PhD and 21 months of F/T equivalent candidature in the case of a Master by Research.

### The Pre-Submission Review

The Pre-Submission Review will be designed by your discipline area to provide you with the opportunity to receive constructive advice from a broad range of academic staff in your Discipline area on the remaining preparation required for timely submission of your thesis. Such advice can be invaluable for clarifying the final tasks to be completed, including any additional methodological scaffolding which can deflect objections from examiners antagonistic to your approach.

### Preparing for the Pre-Submission Review

Students and supervisors will be notified by email 45 days prior to the due date for the Pre-Submission Review. The candidate must submit an electronic copy of the Pre-Submission Review Form (Section A completed), together with a chapter by chapter thesis outline, and a completed Pre-Submission Review Gantt chart to their principal supervisor.

### The Pre-Submission Review Panel

The Panel will normally comprise the same staff members as the Candidature Confirmation Review Committee who conducted the Major Review of Progress. Notwithstanding, the Panel 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. Note however, that the Chair of the Committee **MUST NOT** be a supervisor and therefore, if the Postgraduate Coordinator is also a supervisor, another senior member of the School's academic staff should be appointed as the Chair. Where 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 Pre-Submission Review Panel

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 criticism and advice on any areas of concern brought to light during the review of written information provided by the student
- assess whether the student's thesis will be ready for submission within the maximum time allocated for the degree (4 years FTE for a doctorate/ 2 years FTE for a Master by Research).

Following the Review, the Panel will convene to discuss the student's performance and their readiness for thesis submission. The Chair of the Panel will then complete Section C of the form based on the Panel's discussion.

#### Section A (to be completed by the student)

Complete this section and leave the remainder of the form blank. Email the form, with Section A completed and your chapter outline and Pre-Submission Review Gantt chart separately attached, to your principal supervisor no later than three weeks prior to your Pre-submission Annual Review date. Your supervisor will complete Section B before circulating this form to all Panel members prior to your Review Panel date. During the Review Panel meeting, the Chair of the Panel will complete Section C of this form. 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 must be submitted to the Adelaide Graduate Centre by the due date for your Review.

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

#### 1. Thesis progress to date: Pre-Submission Review Gantt Chart

Please attach a completed Pre- Submission Review Gantt chart to this form (available from [www.adelaide.edu.au/graduatecentre/current-students/completing-your-milestones/pre-submission-review](http://www.adelaide.edu.au/graduatecentre/current-students/completing-your-milestones/pre-submission-review)) 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

**2a. Please provide details of your progress on the thesis to date**

**Attach additional page(s) if the space provided is insufficient.**

**2b. 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?**

**2c. Please provide details of any problems and/or disagreements/grievances you may have experienced since your last annual review of progress and quantify any delays to your research that were beyond your control. Attach additional page(s) if the space provided is insufficient.**

**Number of research days lost (full-time equivalent) for reasons beyond my control:**

**(Please note that "research days lost" is based on a 7-day week and not a 5-day week)**

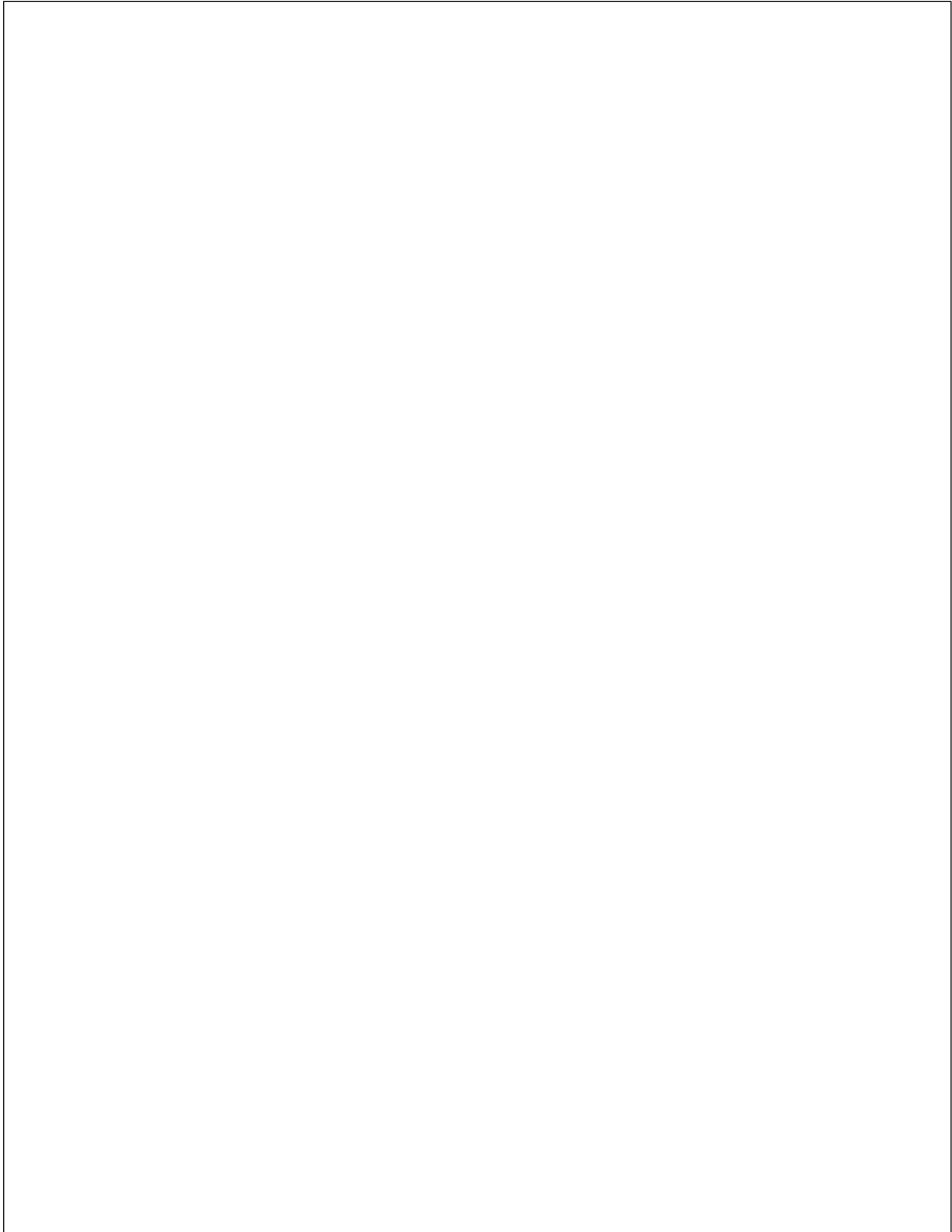
Students are encouraged to discuss any candidature problems with their supervisors or Postgraduate Coordinator in the first instance. However, if you feel unable to discuss the issue within your School or have been unable to reach an acceptable resolution, you are encouraged to submit a confidential report to the Dean of Graduate Studies prior to the final submission of your Pre-Submission Review to the Graduate Centre. Submitting a confidential report is not the same as making a formal complaint and no actioned 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, clearly highlighting the strengths and weaknesses of the candidate's thesis progress to date and identifying the work required prior to submission. Leave the remainder of the form blank. Circulate the form to all Panel members, together with the candidate's chapter outline and Gantt chart prior to the Pre-Submission Review Panel.

(Attach additional pages if required)

A large, empty rectangular box with a thin black border, intended for the supervisor to provide comments on the candidate's thesis progress, strengths, weaknesses, and required work.

I have reviewed my student's CaRST Progress Summary and the activities in their CaRST Record and:

- My student has completed the minimum CaRST requirements
- My student is on track to meet the minimum CaRST requirements before thesis submission
- My student 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

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

The Panel is asked to evaluate, based on the student responses in Section A, the supervisors' comments in Section B and the Review Panel report presented by the student, whether the development of the thesis to date is on track to be a) of a standard acceptable for submission; b) submitted within four years F/T equivalent in the case of a doctoral thesis or two years F/T equivalent in the case of a Master by Research student, 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 signed by all the relevant parties, including the student.

#### 1. Evaluation of the Pre-Submission Review Seminar, equivalent or Review Panel presentation.

Was the student well prepared for the Review?	<input type="radio"/> YES <input type="radio"/> Satisfactory with reservations <input type="radio"/> NO
Was the Review Panel presentation judged to be adequate in terms of quality and duration?	<input type="radio"/> YES <input type="radio"/> Satisfactory with reservations <input type="radio"/> NO

#### 2. Panel Evaluation of the thesis

Does the student show familiarity with, and understanding of, the relevant literature?	<input type="radio"/> YES <input type="radio"/> Satisfactory with reservations <input type="radio"/> NO
Will the proposed thesis provide a sufficiently comprehensive study of the topic?	<input type="radio"/> YES <input type="radio"/> Satisfactory with reservations <input type="radio"/> NO
Is the thesis suitably developed and supported?	<input type="radio"/> YES <input type="radio"/> Satisfactory with reservations <input type="radio"/> NO
Does the Panel identify any areas of concern in the following?	
Research Question(s) and Objectives?	<input type="radio"/> YES <input type="radio"/> Satisfactory with reservations <input type="radio"/> NO
Method/Methodology?	<input type="radio"/> YES <input type="radio"/> Satisfactory with reservations <input type="radio"/> NO
Theoretical Framework?	<input type="radio"/> YES <input type="radio"/> Satisfactory with reservations <input type="radio"/> NO

Quality of Writing/Performance Piece?	<input type="radio"/> YES <input type="radio"/> Satisfactory with reservations <input type="radio"/> NO
The scope of the research project as detailed in the attached Gantt chart/timeline is realistic	<input type="radio"/> YES <input type="radio"/> Satisfactory with reservations <input type="radio"/> NO
Will the thesis represent a substantial & original contribution to knowledge of the subject?	<input type="radio"/> YES <input type="radio"/> Satisfactory with reservations <input type="radio"/> NO
In the view of the Panel, the CaRST program will be completed prior to submission?	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> Not Applicable
In the view of the Panel, will the thesis be ready for submission within six months (doctoral candidates/ 3 months Master by Research candidates)?	<input type="radio"/> YES <input type="radio"/> NO
If not, what is the realistic timeframe until completion?	_____ (months)

**3. Panel feedback for the candidate including details of issues/concerns related to timely completion and response to any student comments In Section A.**

Does the Panel identify any issues/concerns that might have affected progress or may affect progress toward a timely completion? Please provide details below in panel feedback	<input type="radio"/> YES <input type="radio"/> NO
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**4. Panel feedback for the candidate including any issues/concerns toward a timely completion**

**5. Overall Pre-Submission Review Evaluation**

Unsatisfactory  Satisfactory with reservations  Satisfactory  Above Expectations  Excellent

_____ Chair of Pre-Submission Review Panel (normally the PGC) name	_____ Sign here	_____ Date
_____ Principal Supervisor name	_____ Sign here	_____ Date
_____ Co/External Supervisor name	_____ Sign here	_____ Date
_____ Co/External Supervisor name	_____ Sign here	_____ Date
_____ Head of School or Discipline name	_____ Sign here	_____ Date
_____ Senior School Academic Staff Member name	_____ Sign here	_____ Date
_____ External Discipline Expert name	_____ Sign here	_____ Date

**NB.** The Chair of the Candidature Review Panel (normally the Postgraduate Coordinator) should sign this form, together with ALL of the student’s supervisors.

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. Where the Head of School/Discipline is the Chair, they cannot also sign as the Head, therefore another senior member of the Academic Staff of the School, who is not a supervisor, should sign the form on the fifth signature line; the Head signature line will remain blank.

**Student’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.

_____ Student sign here	_____ Date
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**Approval by Dean of Graduate Studies**

- I endorse the Panel's evaluation
- Recommend referral to Student Matters Sub-Committee

\_\_\_\_\_  
Dean of Graduate Studies - Sign here

\_\_\_\_\_  
Date

**Comments**

[www.adelaide.edu.au/graduatecentre](http://www.adelaide.edu.au/graduatecentre)

**Further Information**

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