CONFIRMATION OF CANDIDATURE: PHD AND MASTERS BY THESIS

The Confirmation of Candidature process requires the candidate to fulfil the following elements to a requisite standard, within 12 months for full-time/two years for part-time PhD enrolment, or 6 months for full-time/12 months for part-time Masters by Thesis enrolment.

(1) Confirmation of Candidature requires a written research proposal, a seminar presentation and, as applicable, the fulfilment of any special conditions required by the Higher Degrees Research Committee ('HDRC').

(i) The written research proposal must contain:

- a literature review; and
- a research design; and
- proposed methodology; and
- an action plan; and
- as applicable, evidence that an ethics application has been submitted.

(ii) The seminar presentation must:

- be at least 20-30 minutes in duration;
- allow a further 20-30 minutes for questions;
- be open to other members of staff and other students;
- as applicable, contain arrangements to enable off-campus students who cannot attend on-campus to present online through the relevant University online forum.

(iii) Any special conditions required by the HDRC to ensure the student attains the requisite HDR standard must also be satisfied.

(2) Confirmation Committee

(i) The School Confirmation Committee will be constituted by:

- the SDHDRT (as Chair); and
- the Principal Supervisor; and
- the secondary Supervisor; and
- a fourth person, preferably with some subject matter expertise, who is external to both the School and the candidature; and
- as applicable, any other person recommended by the HDRC.

Note: if the SDHDRT is a supervisor, then the HOS must act as the Chair of the Confirmation Committee.

(ii) The Committee must provide written report to the student which contains feedback with respect to the research proposal and the seminar presentation. This report is to be written by the Principal Supervisor in consultation with the Confirmation Committee.

(3) The Written Report

(i) As a guide, it is suggested the report includes whether or not the student has demonstrated a capacity to fulfil the following requirements:

- to design an appropriate research methodology for the project;
- critically to review literature relevant to the project/thesis;
- clear and logical writing and presentation;
- appropriately to respond to questions and critical feedback on the presentation.

(ii) The Confirmation Report must be submitted to the HDRC with a recommendation that candidature is:

- **(A)** Confirmed, with no further work required;
- **(B)** Confirmed subject to changes recommended by the Committee being responded to by the student within three months to the satisfaction of the Principal Supervisor and the SDHDRT;
- **(C)** Not confirmed, but the student is requested to resubmit his/her paper and to re- present within six months;
- **(D)** Remedial action: where a resubmission results in a further unsatisfactory outcome, a course of remedial action shall be implemented. This course of action may require a review of the Candidate- Supervisor Agreement.
- **(E)** Not confirmed and candidature is terminated.

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