

## Graduate School

### In-Candidature Review Process

#### **Purpose:**

A formal In-candidature review for all HDR students post confirmation is now a requirement for all HDR candidates.

For all current candidates, the HDRC agreed that those candidates that have not completed their Confirmation of Candidature (CoC) will be required to undertake an In-Candidature Review. Students already enrolled and who have passed their CoC will also be required to undertake an In-Candidature Review, unless they can make a case to the Dean, Graduate Studies to have this requirement waived. The case will need to be supported by the Principal Supervisor and the Director of Higher Degree Research.

For PhD candidates, an In-candidature review would be 12 months post Confirmation of Candidature (full time equivalent).

For Masters by Thesis candidates and Professional Doctorate Candidates, an In-candidature review would be 9 months post Confirmation of Candidature (full time equivalent).

All candidates **MUST** complete the online Research Integrity Training module prior to completing their in-candidature review. To find out more about the requirements of the training, please refer to the [Research Integrity Training Guidelines](#).

#### **Panel:**

**The In-Candidature Review Panel will include:**

- The principal supervisor
- The co supervisors
- The Director HDRT
- An external panel member<sup>1</sup> (\*it is recommended that where possible the same external panel member for the Confirmation of Candidature will be the external panel member for the In-Candidature Review).

*<sup>1</sup>An independent panel member can be someone who is (obviously) independent<sup>2</sup> of the student and supervisors and can add value to the ICR presentation. This person can be from Academia (from SCU or another University). If from SCU, they must be a current academic or Adjunct. They can also be from industry. If from industry, they must be well placed in that industry to be able to provide the critical feedback required to assist the candidate in progressing with their candidature. They must also hold an equivalent or higher qualification than the candidate is undertaking the presentation for. The independent panel member, must review the submitted work prior to the presentation and contribute feedback and input to the assessment of the student's work. They have the same voting and input rights as the supervisors and the Director/Chair of the panel.*

**The format for the In-Candidature Review will be:**

- a) A written document containing draft chapters of thesis.
- b) An oral presentation of a minimum of 15 minutes (required length to be determined by the panel) which addresses:
  - What was approved at the Confirmation of Candidature- (research aims, methodology, design, and timeline);
  - The progress achieved to date, against the timeline provided at Confirmation of Candidature;
  - Discussion of any barriers/ issues or changes to the research project;

- A detailed timeline for completion and submission of the thesis with clear and measurable milestones;
- c) Any other written material as requested by the panel.

### Outcome:

#### The outcome of the In-Candidature review will include:

- A brief report highlighting any issues identified, which will be signed by the In-Candidature review committee members and submitted to the Graduate School for recording against the student's record.

Where further support, training or intervention is required, a detailed plan and timeline (to due date of submission) will be written and submitted together with the above-mentioned.

[www.scu.edu.au](http://www.scu.edu.au)

#### Lismore

PO Box 157, Lismore NSW 2480 Australia

**T** +61 2 6620 3000 **F** +61 2 6620 3700

#### Coffs Harbour

Hogbin Drive, Coffs Harbour NSW 2450 Australia

**T** +61 2 6659 3777

#### Gold Coast

Locked Mail Bag 4, Coolangatta QLD 4225 Australia

**T** +61 7 5589 3000 **F** +61 7 5589 3700