School Operating Procedure for

HDR Confirmation of Candidature

1. BACKGROUND

Effective Semester 2, 2008 all Higher Degree by Research candidates must have their candidature confirmed within 6 months (Master by Research) or 12 months (PhD) of candidature of full time equivalent study after the census date closest to their commencement. Confirmation requires the candidate to satisfy to a panel that adequate progress is being made in the degree to justify continuation of candidature. This must involve an oral presentation to a panel and a full written proposal of the proposed research.

2. UNIVERSITY POLICY

2.1. Failure to complete either stage of the process within the specified time-frames above may lead to the candidate being placed ‘At Risk’.

2.2. Confirmation of candidature seminars must be open to all members of the candidate’s School and College. They may be presented through a graduate research students’ conference.

2.3. Confirmation Seminar Panel Membership

- PhD: at a minimum,
  - HDR Coordinator, or nominee, to Chair the panel
  - the senior supervisor
  - 2 further academic staff members of the School (ie second supervisors) and,
  - if possible, a member external to RMIT University.
- Master by Research: at a minimum,
  - HDR Coordinator, or nominee, to Chair the panel
  - the Senior supervisor
  - 1 further academic staff member of the School (ie second supervisor) and,
No external member is needed at this level.

3. SCHOOL GUIDELINES

3.1. Securing an appropriate panel for the confirmation seminar is the responsibility of the Candidate, in conjunction with their supervisor(s).

4. PROCEDURE

4.1 Approximately 2 months prior to the stage’s due date the Research Administrator will email all new students and their supervisors to initiate the process. A copy of the Research Proposal for Confirmation of Candidature Form, Confirmation of Candidature Form for Panel and Confirmation of Candidature Guidelines will be attached to the email.

4.2 The Candidate, in conjunction with their supervisor, will schedule their Confirmation Seminar and will notify the Research Administrator of the date and time. Assistance in booking rooms can be obtained by the Research Administrator.

4.3 The Candidate, after consultation with their supervisors, will advise the Research Administrator of their intended panel membership, as per the guidelines listed in Section 2.3 of this document. It is the candidate’s responsibility to contact their chosen panel and to confirm their availability.

4.4 The Research Proposal for Confirmation of Candidature Form will be completed by the Candidate and endorsed by the supervisor. A copy of the completed form must be distributed to all panel members at least 1 week prior to the seminar. This is the responsibility of the Candidate.

4.5 During the seminar, panel members will complete the Confirmation of Candidature Form for Panel. This form will be submitted to the Research Administrator at the completion of the seminar.

4.6 A candidate whose presentation is deemed unsatisfactory by the panel will need to represent their proposal and may do so in written form only. The senior supervisor will approve the re-submitted proposal and pass on a recommendation to the School HDR Co-ordinator. If the proposal is again deemed unsatisfactory the candidate will be placed ‘At Risk’ on the grounds of unsatisfactory progress.