Confirmation of Candidature
Progress Reports

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www.rmit.edu.au
The Timetable and Process

- Enrolment
- Research Proposal (2 months)
- Progress Report
- Progress Report
- Confirmation of Candidature (12 mth)
- Progress Report
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- Progress Report
- Panel of Examiners
- Submit thesis
- Receive Examiners Comments

Reports, Papers, Chapters

Year 1
Year 2
Year 3
Year 4 (max. time)

Master or Doctor
Confirmation of Candidature

- Candidate must satisfy panel that progress justifies continuation
- Oral presentation
- Full written research proposal using Confirmation of Candidature form from College website
Research Proposal for Confirmation of Candidature Form

• Candidate data

• Research Program
  – Description of proposed research: scope, objectives, expected deliverables, research questions. Cite major references.
  – Rationale for research: how build on current knowledge, contribute
  – Research methods: research steps and activity, show how address the RQs
  – Timelines

• Ethics approval

• Intellectual property: external party, part of larger project…Student Participation Agreement needed?

• Student induction sessions

• Needs analysis form and supervisor cvs (NB: use one page proforma for cvs!!)
Confirmation of Candidature

• Master Candidates

• Within 6 months of enrolment

• Panel comprises (as minimum):
  – Senior supervisor
  – School Higher Degrees by Research Coordinator (or nominee) as chairman
Confirmation of Candidature

• PhD candidates

• Within 12 months of enrolment

• Panel comprises (as minimum)
  – Senior supervisor
  – 2 further academic staff members
  – School Higher Degrees by Research Coordinator (or nominee) as chairman

• Optional
  – Member external to RMIT University….desirable
Confirmation of Candidature: Criteria

Demonstration (at appropriate level) of:

- Planning of research program
  - Full written proposal
- Critical review of relevant literature
  - Fully referenced literature review
- Practical conduct of the research
  - Research achievements to date
- Presentation and defence of program and its progress as an oral presentation
  - Content and delivery of presentation and responses to resultant questions
Confirmation of Candidature

- Panel must meet and make a recommendation to the school, to either:
  - Confirm candidature
  - or
  - Deny confirmation of candidature

- If confirmation denied, then candidate has **one month** to re-present material to satisfy the panel

- If material not re-presented, or deemed unsatisfactory, candidate is placed “At risk”. 
Progress Reports

• Every 6 months
• Both student and supervisors see the comments
• Extremely important!
• Vital that both supervisor and student accurately reflect the situation!
• Tool for reflection and improvement
Student Relationship With Supervisor

• **Keep regular contact** with supervisor (eg, weekly meetings)

• Maintain the progress of work in accordance with the stages as discussed and agreed with supervisor

• **Take the initiative** in raising problems or difficulties encountered in research and in proposing and discussing solutions to these with supervisor

• Discuss any plans to take leave with supervisor and obtain approval in advance

• Manage up the Supervisor!!