

**University Research Committee (URC)**  
**Confirmation of Higher Degree Candidature**

Review of Candidature due after 12 months of FT or 24 months of PT candidature

**Section 1:**        *(to be completed by Research Services)*

<b>Student ID:</b>	<b>School and State:</b>
<b>Family Name:</b>	<b>First Name(s):</b>
<b>Commencement Date:</b>	<b>Courseload:</b>
<b>Principal Supervisor:</b>	<b>Co-supervisor(s):</b>
<b>Co Supervisor(s):</b>	
<b>Thesis Topic:</b>	

*(exact wording of title to be used)*

**Signature:**                      **Date:**

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**Introductory Notes:**

1. In the first semester of Full-Time candidature (or equivalent Part-Time candidature) of Masters and PhD programs, candidates are required to give an oral presentation on the development of their research work. These presentations are intended to assist candidates in refining their thesis proposal, research design and methodology or work to date and form the basis of their confirmation of Higher Degree Candidature.
2. Within 12 months (or equivalent part-time candidature), Higher Degree Research Students (Masters and PhD) are required to present to a Probationary Review Panel in order to confirm their Higher Degree Candidature. (See section 2 for composition of Panel).

The presentation must demonstrate that you have clearly defined and described the field and topic of research and have developed the aims and purpose of the study. You will also be expected to explain and justify the chosen methodology for the research, the data sources, and the identification and elaboration of the problems and/or hypothesis being investigated. A concise research proposal within 20 pages, including the above areas and a comprehensive literature review, will need to be submitted to your principal supervisor and the Research Degrees Committee incorporating any changes resulting from the seminar. After receiving the advice of your Principal Supervisor, the Head of School or nominee and the Associate Dean (Research, Research Training and Partnerships), the RDC will review your academic progress and may confirm your candidature, extend the probationary period, or take whatever course of action is appropriate in the circumstances.

**Please note that a copy of the proposal is requested as part of this process**

3. Ongoing attendance at and participation in School Colloquia and Seminars is also required. During Semesters 3 to 5 (or part time equivalent), all candidates are required on an annual or bi-annual basis to make an oral presentation on their research work to staff and other advanced students so as to develop their skills in dealing with penetrating questions.
4. It is also a condition of your candidature that you submit to your Supervisor by the end of each year at least one chapter or substantial reports on the progress of your thesis, bearing in mind the maximum duration of candidature.
5. Candidates are also required to present an additional final seminar at the stage when they are able to define and defend the major results and conclusions emerging from the research.

**The thesis topic is confirmed as:**  
*(exact wording of title to be used)*

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**Section 2: (to be completed by the Principal Supervisor)**

**2.1 The Higher Degree Regulations require candidates to give an oral presentation on their research work to staff and advanced students within the first two semesters of candidature.**

Date when First Oral Presentation (within first two semesters) was given: \_\_\_\_\_

Date when Review of Probationary Candidature Seminar (12 months after FT commencement or PT equivalent) was held: \_\_\_\_\_

The URC has determined the following composition of Panels for the Review of PhD candidates admitted to candidature on a Probationary basis: (please complete)

1. Head of School (or nominee) (Chair of Panel): \_\_\_\_\_
2. Candidate's Principal Supervisor: \_\_\_\_\_
3. Candidate's Co-Supervisor: \_\_\_\_\_
4. Senior Academic from School of Enrolment: \_\_\_\_\_
5. Senior Academic from another ACU School with the relevant cognate skills: \_\_\_\_\_

OR

A Senior Academic from another university with the relevant cognate skills: \_\_\_\_\_

**2.2 Please comment on how well the candidate developed clearly the aims and purposes of the study?**

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**2.3 Comment on how clearly the candidate identified and elaborated on the hypothesis or the problems being investigated.**

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**2.4 In your estimation, how well did the candidate present the literature in the field of research and define the problem or area to be researched in the light of the literature?**

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**2.5 What advice was given to the candidate regarding the comprehensiveness and relevance of the literature review.**

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**2.6 What comments were made at the seminar to assist the candidate in refining the Research Design and Methodology?**

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**2.7 How well did the candidate explain and justify the chosen methodology for the research and the data sources? (please comment)**

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**2.8 Comments on the candidate's ability to use comfortably appropriate methodological techniques for the proposed research strategy:**

Qualitative Techniques:

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Quantitative Techniques (Please comment on the candidate's statistical skills.)

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**2.9 What areas in the candidate's background or the nature of the research area can you identify, which would benefit from additional training (e.g. enrolling in non-HECS liable methodology or statistical units, ACSPRI Summer / Winter School)?**

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**2.10 Please comment on the availability and adequacy of research resources (library, computer and availability of postgraduate work space on your campus) for the candidate's project to proceed smoothly at ACU.**

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**2.11 How frequently are meetings held with the candidate?**

Once a fortnight       Once a month       Less frequently

(The URC recommends that supervisors and candidates meet once a fortnight, but no less than once a month. Part-time candidates should work at least 12-16 hours per week on their research.)

**2.12 If the candidate needs access to additional advice, expertise, and direction and s/he does not have a Co-Supervisor at ACU or an Associate Supervisor at another University, would s/he benefit from having such a supervisor?**

YES      NO

If YES, please identify contact details for a Co-Supervisor or an Associate Supervisor:

**Co-supervisor:**

Title: \_\_\_\_\_ Name in full: \_\_\_\_\_  
Name of ACU School and State: \_\_\_\_\_

**Associate Supervisor:**

Title: \_\_\_\_\_ Name in full: \_\_\_\_\_  
Name of Institution: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone No: \_\_\_\_\_ Fax No: \_\_\_\_\_  
Email address: \_\_\_\_\_

**2.13 What other suggestions were made to the candidate subsequent to the seminar to assist in improving the research proposal?**

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**2.14 Summary Comments of Probationary Review Panel: (Attach an additional sheet if needed)**

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Signature of Principal Supervisor: ..... Date: ...../...../.....

**REMINDER: Enclose herewith a copy of the candidate's amended Revised Research Proposal (maximum 20 pages) for approval by Panel Chair, Associate Dean and URC.)**

**Section 3:** *to be completed by the Panel Chair in consultation with the Principal Supervisor and panel members*

- I recommend that candidature be confirmed.
- I recommend that the proposed Co-Supervisor and/or Associate Supervisor be approved.
- I recommend that provisional candidature be continued subject to the conditions below and the candidate be required to re-present the seminar within \_\_\_\_\_ months.
- I recommend that candidature be terminated for unsatisfactory progress.  
*(Please attach a detailed report in support of this recommendation.)*

**Additional Comments / Recommended Conditions:**

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**Signature of Panel Chair:** ..... **Date:** ...../...../.....

**Please retain a copy for your records and arrange for the candidate to complete Section 4 before the form and the Amended Research Proposal (maximum 20 pages) are forwarded to the Associate Dean (R,RT & P) of the Faculty.**

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**Section 4 – Candidate’s Comments** after discussion with the Principal Supervisor (and Head of School, if applicable):

- I have noted the comments of my supervisor(s) and the Panel Chair and **AGREE** with the report.
- I have noted the comments of my supervisor(s) and the Panel Chair and **DISAGREE** with the report.

I wish to make the following comments. [Attach an additional sheet if there is insufficient space below.]

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**Candidate’s signature:** ..... **Date:** ...../...../.....

**Please forward all documentation to the Associate Dean (R,RT & P) of the Faculty.**

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**Section 5:** *to be completed by the Associate Dean (R,RT & P) (as appropriate) in discussion with the Principal Supervisor and Panel Chair (and the candidate if there are grounds for concern)*

- I recommend that candidature be confirmed.
- I recommend that the proposed Co-Supervisor and/or Associate Supervisor be approved.
- I recommend that provisional candidature be continued subject to the conditions below and the candidate be required to re-present the seminar within \_\_\_\_\_ months.
- I recommend that candidature be terminated for unsatisfactory progress.  
*(Please attach a detailed report in support of this recommendation.)*

**Additional Comments / Recommended Conditions:**

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**Signature of Associate Dean:** ..... **Date:** ...../...../.....

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**Research Services**

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