Faculty of Health Sciences

Interim Guidelines for HDR Students’ Final Seminar

1) As per HDR regulations, the final seminar should take place 3 months prior to submission of the thesis for examination to allow any relevant feedback to be considered prior to submission.

2) A panel is to be convened similar to that convened for a Confirmation of Candidature seminar, that is, a panel chair, an academic from the school where the student is enrolled and an academic from another school or university with the appropriate cognate skills and the students’ supervisors – as a minimum. If there is no one available within the University with the appropriate expertise it is recommended that an external person from another university be invited to be on the panel.

3) Academic staff from the school where the student is enrolled, and the wider academic campus community are invited to attend the presentation. Videoconferencing may be employed.

4) The student is to provide all attendees with a copy of their power point presentation.

5) The student is to provide the panel members with a copy of the table of contents, an abstract and/or introduction, the methodology chapter and one analysis chapter one week in advance to enable the panel members to assess the quality of the thesis and prepare appropriate questions. Published papers relevant to the thesis may also be provided.

6) All attendees are encouraged to provide feedback.

7) A meeting of the panel is convened and feedback is collated by the panel chair and principal supervisor and, where applicable, provided to the student to enable them to improve the quality of the thesis.

8) The two expert panel members may provide written feedback at the presentation or within one week of the presentation for consideration by the student and supervisor.

9) A memo summarising the expert panel members’ feedback and actions taken (if relevant) is forwarded, along with the notification of the seminar date, to research services for recording by the RTMC. A copy of the memo is provided to the Associate Dean (Research).

NB: University wide guidelines are currently being developed.

Approved by Faculty Board 30th October, 2009