

# Extended Confirmation of Candidature Review

## **Confirmation of Candidature Review Committee**

The members of the Review Committee that recommend the initial extension of provisional candidature should conduct the Extended Confirmation of Candidature Review. If all members of the original Committee are not available for the review, a new Committee may be established. However, this new Committee should determine only whether the graduate researcher has met the milestones and recommendations of the initial Committee and not introduce new issues.

## **Guidelines for the Confirmation of Candidature Review Committee**

The Committee's role is to:

- Reassess the graduate researcher's progress and determine whether the milestones recommended in the initial Confirmation of Candidature Review have been met.
- Where candidature is to be confirmed following an extension of provisional candidature, ensure that the scope of the graduate researcher's research project is achievable within the required timeframe for the degree or scholarship duration (if applicable).
- Provide one of the following recommendations:

### **1. Confirmation of Candidature**

- a. Completion is expected prior to the expiration of candidature.
- b. There is a risk that an extension to candidature will be required prior to completion.

### **2. Further extension of provisional status**

Please note that, including the previous extension of provisional status, the maximum extension permitted is a total of six months.

### **3. Transfer to MPhil (applicable to PhD students only)**

The graduate research student should be directed to undertake a Master of Philosophy degree, not a PhD, and should change program immediately.

### **4. Termination of Candidature**

**Please note:** Recommendations should be made in the Confirmation of Candidature Review Committee Recommendation' section on page [5] of this form. The Committee should adhere to the specific guidelines in that section when making a determination.

## **Minimum Requirements for the Confirmation of Candidature**

Confirmation of candidature requires at a minimum:

1. Completion of the online Graduate Researcher Induction program,
2. Satisfactory completion of the Initial Review of Progress,
3. Submission of an updated GRIT progress summary from GRIT Online (or verification of exemption from the GRIT program),
4. Excellent or satisfactory progress during the preceding twelve months (or half-time equivalent) in terms of all the review criteria required for completion within the required timeframe for the degree as determined by the Confirmation of Candidature Review Committee,
5. The generation of a Gantt chart or equivalent detailing the research completion plan for the remainder of candidature.
6. A completed risk assessment detailing contingency plans should be compiled, maintained by the School and should detail how to proceed in the event that:
  - the research direction(s) pursued prove(s) unsuccessful, or not worth pursuing,
  - supervisor(s) will be absent (e.g. on leave),
  - existing skills/experience are inadequate to undertake the planned research (i.e. training is required),
  - existing resources are inadequate to undertake the planned research,
  - candidate has taken excessive leave.

### **Further Information**

Additional information about the Extended Confirmation of Candidature Review is available from your Graduate Research Coordinator or from the Adelaide University Graduate Research School (AUGRS).

Once all parties have completed their portions of the review and signed below, email this form to the AUGRS at [graduate.research@adelaide.edu.au](mailto:graduate.research@adelaide.edu.au)

## Extended Confirmation of Candidature Review of Progress

<b>Student Name</b>	
<b>Student ID</b>	
<b>School</b>	
<b>Degree Program</b>	
<b>Email Address</b>	
<b>Candidature Commencement Date</b>	
<b>Thesis Topic</b>	

### School Review of Progress

1. Has the graduate researcher completed the Initial Review satisfactorily, including attendance at a School induction, completion of the Candidature Agreement, and lodgement of all relevant documentation with the AUGRS?  
 Yes       No
2. List each task/milestone set for completion during the extension of the provisional status and comment on the degree to which the graduate researcher has met each one (attach additional pages if required).

3. During provisional candidature how would you rate the following capability measures? (tick one box per measure).

<b>Graduate Researcher Capability Measures</b>						
1	Ability to critically review the literature and prior work	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Satisfactory with concerns	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Above expectations	<input type="checkbox"/> Excellent
2	An adequate knowledge of the field of study	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Satisfactory with concerns	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Above expectations	<input type="checkbox"/> Excellent
3	Capacity to conduct independent research at the standard required for the degree	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Satisfactory with concerns	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Above expectations	<input type="checkbox"/> Excellent
4	Ability to complete the research program within the specified timeframe for the degree	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Satisfactory with concerns	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Above expectations	<input type="checkbox"/> Excellent
5	Motivation to complete the research program within the specified timeframe for the degree	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Satisfactory with concerns	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Above expectations	<input type="checkbox"/> Excellent
6	Ability to communicate clearly and concisely to various audiences (orally and in writing)	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Satisfactory with concerns	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Above expectations	<input type="checkbox"/> Excellent
7	Ability to complete the GRIT requirements for the degree program prior to thesis submission	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Satisfactory with concerns	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Above expectations	<input type="checkbox"/> Excellent
					<input type="checkbox"/> Exempt from GRIT	

<b>Project Measure</b>						
8	The scope of the research project as detailed in the attached Gantt chart/timeline is realistic	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Satisfactory with concerns	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Above expectations	<input type="checkbox"/> Excellent

<b>Supervision Measure</b>						
9	The goals and expectations of the graduate researcher and supervisors are well matched	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Satisfactory with concerns	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Above expectations	<input type="checkbox"/> Excellent

# Confirmation of Candidature Review Committee Recommendation

Please refer to the guidelines in *italics* and Notes below when completing this section.

## **1. Confirmation of Candidature**

1.a.  Candidature should be confirmed and completion is expected prior to the expiration of candidature.

*Select this option when all measures in the Graduate Researcher Capability Measures Table are 'Excellent' or 'Above Expectations' and all other requirements are met.*

1.b.  Candidature should be confirmed. There is a risk that an extension to candidature will be required prior to completion.

*Select this option when measures in the Graduate Researcher Capability Measures Table are a mixture of 'Satisfactory' – 'Excellent' and all other requirements are met.*

## **2. Further extension of provisional candidature. (A maximum total of 6 months extension of provisional status is permitted. Period(s) of extension previously approved must be taken into account when making this recommendation.) THIS OPTION IS NOT AVAILABLE IF THE GRADUATE RESEARCHER HAS ALREADY RECEIVED THE MAXIMUM 6 MONTHS EXTENSION – see outcomes 3 and 4 if maximum extension period has already been granted.**

Where a committee is still unsure of a graduate researcher's potential for success and wishes to further extend provisional candidature for a period before final review.

*With reference to the Graduate Researcher Capability Measures Table, select this recommendation where the following apply:*

- i. one (only) Capability Measure was rated 'Unsatisfactory'; and/or
- ii. one or more Capability Measures were rated 'Satisfactory with concerns'; and/or
- iii. progress is not consistent with completion of the degree within 4 years from commencement (PhD) or 2 years from commencement (MPhil).

A recommendation to further extend provisional status indicates the graduate researcher has made progress but is not yet ready for confirmation. The Confirmation of Candidature Review Committee will make a final recommendation following an additional review at the end of the further extended provisional candidature period.

We recommend a further extension of provisional candidature for \_\_\_\_\_ months.

## **3. Transfer to MPhil (applicable to PhD students only)**

The graduate researcher should be directed to undertake a Master of Philosophy degree, not a PhD, and should change the program immediately. This recommendation should be accompanied by a Change of Program Plan, Load or Mode application.

*This option must be used when measures in the Graduate Researcher Capability Measures Table include a number of ‘Satisfactory with concerns and up to two (2) ‘Unsatisfactory’ ratings. Please also refer to notes b) and c) below.*

#### **4. Termination of Candidature**

This option must be selected where three (3) or more measures have been rated as ‘Unsatisfactory’. Please also refer to notes c) and d) below.

##### **Notes:**

- a) In the case of recommendation 3 please complete the section ‘**Details of Risks and Unsatisfactory Progress**’ below.
- b) A rating of ‘Unsatisfactory’ or ‘Satisfactory with concerns for Capability questions 4 or 5 need not result in recommendations to terminate candidature if the School provides details of the strategies to address the situation in the section ‘**Details of Risks and Unsatisfactory Progress**’ below.
- c) If ‘Termination of Candidature’ is recommended, please address the issues regarding unsatisfactory progress leading to this recommendation in the section ‘**Reasons for Termination of Candidature**’ below.

##### **Details of Risks and Unsatisfactory Progress**

Please provide a brief report on the graduate researcher's progress, the project, supervision, and GRIT (if applicable) and an explanation of the reasons for the recommendation. Where applicable, please include details of plans to address any concerns (attach additional pages if required).

**Further extension of provisional candidature**

Where the Committee has recommended a further extension of provisional candidature, details of the milestones to be completed by the graduate researcher must be recorded (attach additional pages if required).

**Reasons for Termination of Candidature Recommendation**

Where the Committee recommends termination, please provide a detailed report on measures taken to address unsatisfactory progress and issues leading to the recommendation (attach additional pages if required).

## **Confirmation of the Candidature Review Committee**

The undersigned endorse the recommendation detailed above.

The form must be signed by the Chair and the principal supervisor on behalf of the Panel.

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Chair of Review Committee

Signature

Date

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Principal Supervisor

Signature

Date

## **Graduate Researcher's Certification**

*I certify that I:*

- *Have attached a GANTT chart/timeline detailing my research plan from candidature commencement to completion of my thesis, and*
- *Have attached a GRIT progress summary from GRIT Online (or evidence of exemption from GRIT) and*
- *Acknowledge the Confirmation of Candidature Review Committee's assessment of my progress and recommendation, and*
- *(if applicable) agree with the milestones set for completion during the further extended period of my provisional candidature, and*
- *(if applicable) have completed and submitted a Change of Program Plan, Load or Mode application.*

*Note: If you disagree with your School's assessment and/or recommendation, you may attach a confidential report to this form for the attention of the Pro Vice Chancellor – Graduate Research Training. A confidential meeting with the Pro Vice Chancellor may also be requested. Refer to the Unsatisfactory Progress section of the Graduate Research Handbook for further information.*

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Name

Signature

Date

If a recommendation for termination of candidature is confirmed by the Pro Vice Chancellor – Graduate Research Training the graduate researcher may appeal the decision in accordance with the guidelines detailed in the Student Appeals Procedure.

**Office use only**

**Approval by the College Dean or Research (or nominee)**

- I endorse the recommendation
- I do not endorse the recommendation and have attached a statement outlining my reasons

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Dean of Research Signature

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Date

**Approval by Pro Vice Chancellor – Graduate Research Training**

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PVC – Graduate Research Training Signature

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Date

Comments

[www.adelaide.edu.au/graduate-research](http://www.adelaide.edu.au/graduate-research)

Further Information

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